

To protect the County network, devices must be secured with biometrics or passcodes, use multi-factor authentication, and avoid unencrypted public Wi-Fi. In compliance with the **Hands-Free Georgia Act**, handheld use while driving for County business is strictly prohibited. Irwin County does not provide reimbursement for personal hardware or data plans, and the County is not liable for personal data loss or physical damage to the device. By enrolling, employees agree to these security standards and the County's right to manage professional data on the hardware.

Social Media Policy

We understand that social media can be a fun and rewarding way to share your life and opinions with family, friends, and co-workers around the world; however, the use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media. This policy applies to all employees.

An employee's use of the internet, social media, and other electronic forums in the public domain during her/his working time shall be limited to authorized business purposes.

Even outside of working time, employees should be aware that they are responsible for their actions in all communications and dealings with others, including on social media. Electronic communications on County systems or internet accounts or on public social media profiles, sites and forums are not considered private.

Employees should not use blogs, social networking sites, or online forums to harass, threaten, or discriminate against or defame current or former employees or citizens/customers/clients of the County maliciously and/or unlawfully.

Disclosure of confidential proprietary County information (business, financial and marketing plans and strategies, and confidential financial records and data, including confidential client/customer lists and special requirements) is prohibited. Employees may not post trade secrets or such confidential proprietary County information.

Use of the County logo, name, or trademarks for any personal business/commercial venture without the County's express authorization is prohibited. Do not use the County provided email addresses to register on social networks, blogs or other online tools utilized for personal use.

Notwithstanding any of its requirements, this Social Media Policy is not intended to and shall not be applied in a manner that unlawfully restricts an employee's ability to act in a manner consistent with applicable federal or state law.

Conflict Of Interest & Political Activity

Employees shall avoid conflicts of interest and shall not use their position for personal gain.

Political activity must comply with Georgia law and shall not interfere with County operations or occur during working time.

The County, to include any offenses specific to local governments, in its mission of service to its citizens, has an obligation to ensure public confidence in the integrity of County employees. Therefore, it is essential that the County establish appropriate ethical standards to guide its personnel in the performance of their duties, so that there shall not exist, nor appear to exist, a conflict between private interest and public responsibilities. Violations of one or more of the following ethical standards may be considered sufficient grounds for dismissal or suspension pending investigation.

The following standards shall guide County employees in the discharge of their responsibilities.

1. **Gifts and Favors.** No employee shall request or receive a gift, favor, or loan of anything of value for himself/herself or another person if it tends to or appears to influence his/her opinion or judgments in the performance of official duties. Meals and items of value under \$25 are excluded from this policy.
2. **Confidential Information.** No employee shall make use of or reveal confidential information acquired through his/her position with the County for private gain or for the private gain of any other persons or groups.
3. **Acquiring an Interest.** No employee shall acquire an interest in any contract at a time when he/she has reason to believe that such interest will be affected either by his/her own official actions or by the official actions of the County.
4. **Disclosure and Disqualifications.** An employee cannot have a financial interest in a business or activity that he/she has reason to believe may be affected by his/her actions or by the actions of the County. If such a situation arises, the employee must make disclosure of the exact nature and value of the interest in writing to the appropriate persons and ask for an opinion regarding the priority of this interest. Any employee who has such an interest shall disqualify himself/herself from participating in any official action directly affecting this interest.
5. **Contract with Employees.** The County shall not enter into any contract for services or property with any employee (this does not apply to the contract between the County Manager and County, nor does it apply to employment contracts with other employees). The County also cannot enter into any contract

with a business in which an employee has an interest if that interest might be, or might appear to be, affected by the contract.

6. Political Activity. Any County employee intending to become a candidate for any political office shall upon qualifying as a candidate for nomination or election, resign from his or her position with the County. County employees may not campaign on behalf of candidates for local political office in the local government of Ocilla and Irwin County while on duty.

1. No employee shall be permitted to solicit funds for political or partisan purposes during working hours, use any supplies or equipment of the County for political purposes or be a candidate for, or accept appointment to any municipal political office while employed by the County. This shall not be interpreted to prohibit any employee from engaging in political campaigning on the employee's off-duty time.

2. County Property. No County owned property may be used for any other purpose than official business. By no means may County owned property be used in the performance of any purpose outside County employment. Any violations of this provision will result in disciplinary action, up to and including, dismissal.

No Solicitation/No Distribution

Everyone has probably found himself/herself in a difficult situation when he/she is asked to make a purchase or donation to support some sort of fund-raising drive or cause. Even though most of these projects are worthwhile causes, they can disrupt normal operations of the County as well as put unnecessary pressure on employees to participate. Also, if non-employees are involved, this activity can involve trespassing. Our policy is simple:

- Solicitation and distribution of literature by non-employees on County property are prohibited.
- Solicitation by employees on County property is prohibited when the person soliciting, or the person being solicited is on working time. Working time is the time employees are expected to be working and does not include meals or other authorized breaks.
- Distribution of literature by employees on County property in non-working areas during the working time of such employees, as defined above, is prohibited.
- Distribution of literature by employees on County property in working areas is prohibited at all times.
- Use of any of the County's electronic communications systems (e-mail, voice mail, fax) by any employee to propose any type of commercial or personal transaction, including sales or trades (such as "want ads"), chain letters, betting

pools, gambling, political announcements or solicitations, or non-County-sponsored charitable solicitations or distributions, is prohibited.

If you have any further questions, please see your supervisor or human resources department.

Nepotism & Ethics

(O.C.G.A. § 45-10-23)

Irwin County prohibits nepotism in employment decisions.

No public official or employee shall:

- Hire, promote, or supervise an immediate family member where such action is prohibited by Georgia law;
- Use official authority to benefit a relative financially or professionally.

For purposes of this policy, “relative” shall be defined consistent with Georgia conflict-of-interest statutes.

Violations of this policy may result in disciplinary action, up to and including termination.

The County wants to ensure that County practices do not create situations such as conflict of interest or favoritism. This extends to practices that involve hiring, promotion or job transfer. As such it is the County’s policy not to employ or assign within the same department of the County to include any offenses specific to local governments or if the department has separate divisions within the same division of a department of the County, any person related to a member of that department who is of closer relation by blood or marriage than first cousin.

- Close relatives, partners, those in a dating relationship, or members of the same household are not permitted to be in positions that have a reporting responsibility to each other.
- Close relatives are defined as spouse, parent, stepparent, child, stepchild, parent-in-law, child-in-law, sibling, sibling-in-law, grandparent, aunt, uncle, nephew, niece, cousin, domestic partner, or any relative or person residing in the employee’s or official’s household.
- If employees begin a dating relationship or become relatives, partners, or members of the same household, and if one party is in a supervisory position, that person must immediately inform the County. The County will make reasonable efforts to continue to employ both employees if operationally feasible.

AI Acceptable Use Policy

This policy establishes a comprehensive framework for the responsible and ethical use of Artificial Intelligence (AI) by Irwin County employees. As the technological landscape evolves, the County remains committed to leveraging AI to enhance efficiency and public service while strictly adhering to the Georgia AI Accountability Act and the standards set by the Georgia Technology Authority. This policy applies to all personnel, including contractors and third-party vendors, ensuring that any AI integration aligns with our commitment to transparency and the protection of constituent data.

The foundation of this policy rests on the "Human-in-the-Loop" principle, which dictates that AI is an assistive tool rather than a replacement for human judgment. No AI-generated output shall be considered final or official until it has been thoroughly reviewed and validated by a County employee. Furthermore, Irwin County maintains strict data sovereignty; any information processed through AI remains the exclusive property of the County and must be shielded from being used to train external or public models. Transparency is paramount, and any public-facing interaction or significant internal report influenced by AI must be clearly disclosed to ensure the public remains informed about how their government operates.

Risk Level	Example Use Case	Requirement
Low	Summarizing public meeting notes, drafting emails.	Standard HITL review.
Moderate	Drafting grant applications, analyzing traffic data.	Dept. Head approval + Disclosure.
High	AI in public safety, facial recognition, HR screening.	Board of Commissioners approval + Impact Audit.

Regarding administrative oversight, departments are required to maintain a current inventory of all AI tools and must seek written authorization from the Information Technology (IT) Department and the County Manager before deploying new software. This procurement process is designed to favor "Enterprise" versions of AI tools that offer robust data "opt-out" features, which prevent County data from being absorbed into global training sets. In compliance with the **Georgia Open Records Act**, all AI-assisted drafts and logs are subject to standard record retention schedules and public disclosure requirements.

Data security is a critical priority, and employees are strictly prohibited from inputting sensitive or personally identifiable information (PII) into public AI platforms. This includes but is not limited to Social Security numbers, HIPAA-protected health records, and active criminal investigation details. Beyond security, ethical guardrails are in place to prevent the use of AI for "deepfakes," impersonations, or unauthorized automated decision-making that could impact a citizen's eligibility for services or employment. Any use of AI that infringes on copyright or bypasses intellectual property protections is also forbidden.

Outside Employment

Employees are permitted to engage in outside work or hold other jobs, subject to certain restrictions as outlined below.

1. Activities and conduct away from the job must not compete, conflict with, or compromise the County interests or adversely affect job performance and the ability to fulfill all responsibilities to the County. Employees are prohibited from performing any services for citizens/customers/clients on nonworking time that are normally performed by the County. This prohibition also extends to the unauthorized use of any company tools or equipment and the unauthorized use or application of any confidential information. In addition, employees are not to solicit or conduct any outside business during paid working time.
2. Employees are cautioned to carefully consider the demands that additional work activity will create before accepting outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving work early, refusal to travel or refusal to work overtime or different hours. If outside work activity causes or contributes to job-related problems, it must be discontinued, and, if necessary, normal disciplinary procedures will be followed to deal with specific problems.
3. It shall be a violation of this policy, punishable by disciplinary action up to and including termination, for an employee while on paid or unpaid leave of absence, other than vacation or military leave, to engage in employment for another employer, or to engage in activities on behalf of a business owned or partly owned by the employee.

Safety

Irwin County is committed to maintaining a safe workplace.

Employees are required to comply with all safety rules and report unsafe conditions or injuries immediately.

To assist in providing a safe and healthful work environment for employees, customers, and visitors, the County has established a workplace safety program. Safety is a top priority. Our safety depends on the alertness and personal commitment of all.

The County provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications.

Employees and supervisors receive appropriate periodic workplace safety training. Each employee is expected to obey safety rules and to exercise caution in all work activities. Because of the potential for injury, employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards or who cause hazardous or dangerous situations, who fail to report, or where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

Harassment & Sexual Harassment

Irwin County prohibits harassment based on any protected classification under federal or Georgia law.

Harassment includes unwelcome conduct that interferes with an individual's work or creates an intimidating, hostile, or offensive work environment.

Employees should report harassment promptly. Retaliation is prohibited.

Workplace Violence

Threats, intimidation, violence, or possession of unauthorized weapons on County property are prohibited.

Violations may result in immediate disciplinary action, including termination. Violence of any type, including physical threats towards co-workers, elected officials, management, customers, or others on the County premises or when conducting business with or on behalf of the County, both on and off County property, will not be tolerated and may be the basis for immediate termination. Employees who observe any such behavior are required to report any such incidents to management immediately. Employees who observe any such behavior are required to report any such incidents to management immediately. Employees who feel threatened in any way by another employee or a third

party while at work should report the problem to his/her supervisor, or the Executive Director, immediately.

Weapons Policy

Firearms, explosives, and weapons of any description or type e.g., guns, knives, blackjacks, etc. are strictly prohibited on County property and at County sponsored functions. Employees, customers, and guests with Georgia Licenses to carry concealed weapons are also prohibited from bringing such weapons onto County property and from carrying weapons while in the course and scope of performing their job for the County or at County sponsored functions. Failure to follow this policy may result in discipline up to and including immediate termination. This policy is not to be construed as creating any duty or obligation on the part of the County to take any action not required by existing law.

Drugs & Alcohol

Employees shall not report to work under the influence of illegal drugs or alcohol.

The unlawful manufacture, distribution, possession, or use of controlled substances on County property or while performing County business is prohibited.

Our County is concerned about the adverse effects that drugs and alcohol can have upon our employees' safety and health. Employees in "high risk" or safety sensitive jobs on a regular basis shall be subject to pre-employment, reasonable suspicion, post-accident, and random drug testing for evidence of impairment from illegal drugs or alcohol.

This policy applies to all safety sensitive employees, which includes all P.O.S.T. certified law enforcement, firefighters, and positions requiring a CDL. Additionally, each department shall have the responsibility of determining which positions are "high risk" in their impact on fellow employees and citizens of the community. Examples of these positions may include, but are not limited to medical personnel, non-DOT regulated drivers, positions working with children, and positions working with toxic or hazardous chemicals or equipment.

Employees who refuse to submit to testing are subject to disciplinary action, up to and including termination.

The Georgia Drug-Free Public Work Force Act requires that any County employee convicted for the first time of a criminal violation of any federal or state law regarding dangerous drugs or controlled substances shall, at a minimum, be suspended from employment for at least two months and must complete a drug abuse treatment and education program as a condition of reinstatement. Any second or subsequent conviction will result in termination of employment with the County.

Employee Assistance Program

The County is committed to providing a safe, healthy, and drug-free working environment and wants to take this opportunity to remind employees about the importance of working drug-free for their safety and that of their co-workers.

Some of the potential risks and hazards of workplace alcohol and drug use are obvious, particularly those related to safety. Alcohol and drug use can seriously impair judgment and coordination, which can lead to workplace accidents, injuries, and even death. Additionally, workplace alcohol and drug use can weaken an organization's ability to operate efficiently and effectively. It is also associated with lower levels of employee morale – not only for those struggling with alcohol or drug problems, but also those who work alongside them.

A key to preventing these problems is for all employees to understand that there is help for those struggling with alcohol or drug problems. If you or a co-worker is struggling to work drug or alcohol free, help is available. The County's Employee Assistance Program (EAP) provides free, confidential, short-term counseling and referral services as a benefit to employees. Their professionally trained counselors can be reached at 229-391-2300.

Confidentiality

It is the policy of the County to protect the confidentiality and privacy of our customers, the organization and individuals associated with it. As a condition of employment, County employees are required to protect the confidentiality of County trade secrets, proprietary information, and confidential County-related commercially sensitive information (i.e., financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.). Access to this information should be limited to a "need to know" basis and should not be used for personal benefit, disclosed, or released without prior authorization.

In some cases, citizens/customers/clients of the County have proprietary confidential information including health information for their patients as well as restricted access areas. All citizens/customer's/client's policies and rules must always be followed while on citizen's/customer's/client's premises.

Violation of this policy may result in the discipline or termination of any employee, as well as subject the employee to civil liability.

Discipline

Irwin County may use progressive discipline as a management tool; however, **progressive discipline is not mandatory.**

The County reserves the right to determine the appropriate level of discipline based on the circumstances, including immediate termination when warranted.

Nothing in this policy creates a property interest or due-process right. In order for all of us to function efficiently as a team, all employees must conduct themselves according to basic rules and good conduct. It would be impossible to cover every possible situation in work guidelines. If questions arise regarding rules or procedures that apply to a particular position, employees are encouraged to review the employee handbook, ask their supervisor, or speak to anyone in management. It will generally be the supervisor's responsibility to take disciplinary action against an employee. Our rules are designed to help us work together; they are really a matter of common sense and courtesy toward others. Of course, the supervisor will always consider the overall work record of the employee and the circumstances of each particular situation.

The Progressive Steps

1. Purpose and Philosophy

Irwin County believes in providing employees with the support and feedback necessary to succeed. The purpose of this policy is to state the County's expectations for conduct and performance and to provide a standardized process for correcting issues.

While we typically follow the progressive steps outlined below, the County reserves the right to skip steps or move directly to termination depending on the severity of the offense.

2. The Four-Step Process

In most cases, the following steps will be followed to ensure the employee has the opportunity to rectify the issue:

Step	Action	Description
Step 1	Verbal Warning	An informal meeting between the manager and employee to discuss the issue. A note of this conversation is typically kept in the manager's files.
Step 2	Written Warning	A formal document outlining the specific performance or conduct issue, the expected change, and a timeline for improvement. This is placed in the employee's permanent file.
Step 3	Final Written Warning / Suspension	A final notice that failure to improve immediately will lead to termination. This may include a period of unpaid suspension at the company's discretion.
Step 4	Termination	If the employee fails to meet the requirements of the previous warnings or commits another infraction, employment is terminated.

3. Performance Improvement Plans (PIP)

At any stage in the disciplinary process, the company may implement a **Performance Improvement Plan (PIP)**. A PIP is a structured tool (usually lasting 30, 60, or 90 days) designed to facilitate a discussion between the employee and their supervisor to address specific deficiencies and set measurable goals.

4. Immediate Dismissal (Gross Misconduct)

Certain behaviors are so serious that they may result in immediate termination without prior warnings. Examples include, but are not limited to:

- Theft, fraud, or dishonesty.
- Physical violence or threats of violence.
- Harassment or discrimination.
- Being under the influence of illegal drugs or alcohol at work.
- Serious safety violations that put others at risk.

5. At-Will Employment Disclaimer

This policy does not alter the "at-will" status of employment. Both the employee and the company retain the right to terminate the employment relationship at any time, with or without cause or notice. Nothing in this policy shall be construed as a contract or a guarantee of continued employment.

6. Ineligible for Rehire

A Former Employee shall be designated Ineligible for Rehire if the Former Employee's Separation results from one of the following employment actions:

a. Termination of an Employee, including but not limited to termination based on conduct that involved one or more of the following:

- Gross Misconduct.
- Conviction or adjudication of guilty of a criminal offense or a civil judgment in the course of duties as an Employee in connection with improperly obtaining, attempting to obtain, or performing a governmental action.
- Making false statements during an Investigation.
- Any conduct by the Employee which results in a sustained finding by the County Clerk and/or investigative officer and subsequent termination.
- Insubordination.
- Continued failure to follow Irwin County policies and procedures.

Gross Misconduct

Certain behaviors are so severe that they warrant immediate termination without going through the progressive steps. These include, but are not limited to:

- Theft or fraud.
- Willful destruction of supplies or equipment
- Violation of confidentiality regulations
- Insubordination
- Sleeping on duty
- Accepting money, tips, or gifts of more than nominal value from anyone with whom the County does business.
- Gambling during working hours or on County premises
- Fighting during working hours or on County premises.
- Engaging in threatening, profane, abusive language or other conduct that is maliciously false or that is otherwise a violation of any Federal or State law or intimidates or coerces employees on County premises or at County sponsored functions or while conducting business away from work.
- Physical violence or threats toward coworkers.
- Harassment or discrimination.
- Being under the influence of illegal drugs or alcohol at work.
- Serious safety violations.

Documentation & Appeals

- Record Keeping: All disciplinary actions will be kept in the employee's permanent personnel file.
- Employee Comments: Employees have the right to provide a written response to any disciplinary action, which will also be stored in their file.
- Appeals: Employees may appeal a disciplinary decision to the HR Department within five business days of the action.

6.0 GRIEVANCES

The grievance process does not alter at-will employment and does not guarantee reinstatement.

A grievance is defined as a formal complaint made by an employee when they feel the application of a rule, policy, or procedure has been applied unjustly, or when some condition of employment is believed to be unfair or unjust. Wherever possible, grievances should be resolved informally, and both supervisors and employees shall be expected to make a good faith effort to do so. The following procedure may be utilized when an informal resolution is not possible.

Any regular employee who has been demoted, suspended, dismissed, or subjected to any other type of disciplinary action (except oral or written reprimand), or who is aggrieved as a result of the interpretation and application of these rules and regulations, and any applicant or employee (regular or probationary) who has been subjected to any alleged

discriminatory action that is prohibited by federal law, shall have the right to utilize the grievance and appeal procedure hereinafter set forth.

The following areas of personnel administration are considered management prerogatives and will not be subject to grievance:

1. Scheduling and assigning work, work hours and workstations.
2. Establishing work standards and quality.
3. Size of workforce and reorganizations.
4. Reductions to the work force.
5. Appropriations and budgets.
6. Scope of work within job classification except when an assignment is clearly determined not to be within the job classification.
7. Performance evaluations.
8. Salary scales and rates of pay falling within officially established ranges.
9. The right to discipline.

Grievance Procedure

1. A formal grievance shall not be initiated unless and until the employee has discussed the grievance with the relevant supervisor and/or department head, or in the case of an applicant, with the Human Resources Manager. Such discussion shall be held within five (5) working days after the occurrence or within five (5) working days after the employee or applicant becomes aware of the occurrence of a grievance matter. The supervisor/department head, or Human Resources Manager in the case of an applicant, shall render a decision on the matter within five (5) working days after the grievance has been discussed.

2. Should the employee or applicant not be satisfied with the decision of the department head or Human Resources Manager the employee or applicant, within five (5) working days, shall state the grievance in writing and file a standard grievance form with the Human Resources Manager setting forth the reasons for the appeal. The Human Resources Manager shall make appropriate inquiries, consider all facts surrounding the action, and make every effort to resolve the grievance to the satisfaction of the department head and the employee, or the applicant. The Human Resources Manager shall make a formal response within 10 working days.

3. Should no decision resulting in the settlement of the grievance be reached within ten (10) working days after the filing of the written grievance, the employee or applicant, within five (5) working days, may appeal to the Appeals Committee. Such an appeal shall be submitted through the Human Resources Manager and shall be accompanied by all of the facts and information concerned with the grievance as well as any written responses of the department head.

4. The Appeals Committee shall, within ten (10) working days after the receipt of an appeal, hold a hearing upon the same and consider the action complained of in the grievance.

- a) Whenever possible, the hearing shall be scheduled during normal working hours and employees, supervisors, applicants and their representatives and witnesses shall have the right to appear before the committee for the purpose of presenting facts, information, and relevant evidence. All hearings conducted by the Appeals Committee shall be in accordance with Title 50, Chapter 14 Official Code of Georgia Annotated.
- b) At the hearing before the Appeals Committee, technical rules of evidence shall not apply. All testimony before the committee shall be under oath or affirmation. Any member of the Committee shall have the power to administer oaths and call witnesses and may compel the production of relevant books, records, and documents.
- c) A copy of the decision of the Appeals Committee shall be given to the affected employee and the department head of the same, or to the applicant, within three (3) working days following the completion of the hearing.

Each employee has the responsibility to ensure any grievance filed is reasonable and based upon factual information and not an abuse of the purpose and intent of the system. NO retaliatory or other adverse action shall be taken against any employee or applicant who in good faith utilizes this grievance procedure.

7.0 SEPARATIONS

Employment may end due to resignation, termination, retirement, reduction in force, or other lawful reasons.

Types Of Separation

Employment may end due to:

- Resignation
- Termination
- Retirement

- Reduction in force
- Abandonment of position
- Death or disability

RESIGNATION

Employees are encouraged to provide notice; however, notice is not required.

TERMINATION

The County may terminate employment at any time, with or without cause, consistent with law.

REDUCTION IN FORCE

Reductions may occur due to budgetary, organizational, or operational needs.

ABANDONMENT

Failure to report to work or notify a supervisor for (3) three business days may be treated as voluntary resignation.

Personnel Files

Personnel files are maintained by the County.

Access is limited in accordance with Georgia public records law and County policy.

Employees may review their personnel file upon request.

It is vital that personnel records contain accurate and up-to-date information about every employee. Any change in marital status, number of children or other dependents in the immediate family must be reported to the office manager. This information affects the amount of an employee's payroll deduction for federal withholding tax, insurance premiums and benefits. Any change in address or telephone should also be reported.

An employee's personnel record is kept confidential, to the maximum extent protected by law. Information which is obtained in the course of official duties shall not be released by an employee charged with this responsibility as part of official duties except as required by the Georgia Open Records Act.

8.0 EMPLOYEE ACKNOWLEDGMENT

This is to acknowledge that I have received a copy of the County's Employee Handbook. I understand that the Handbook is not intended to be and does not constitute an employment contract. Instead, I understand that, because business conditions change frequently, this handbook is a general statement of County guidelines. Further, I understand that the County may modify any of the provisions of the handbook at any time.

I have entered my employment relationship with the County voluntarily. I understand that I am employed on an at-will basis. Nothing in this handbook alters my status as an at-will employee. I understand that I am not employed for any specified length of time. I understand that this means that either the County or I may terminate my employment at any time, with or without cause.

I understand that no representative of the County, other than its County Manager or Chairman, has any authority for the County to make any agreement that changes my status as an at-will employee, to offer me employment for any specified period of time, or to offer me any particular terms or conditions of employment. I also understand that any agreement changing my at-will employee status must be in writing and signed by the County Manager or Chairman.

Employee Signature: _____

Printed Name: _____

Date: _____

This page to be removed after signing and filed in the employee's personnel file.