

## Introduction

We are pleased to introduce the revised Baldwin County Commission employee handbook. This handbook has been designed to outline and summarize basic personnel policies, employee benefits, employee responsibilities and employee rights. This handbook is intended to be a useful tool for all Baldwin County Commission employees. Compliance with this handbook, departmental rules and regulations, and any other County policy is mandatory for all employees.

This handbook was developed to provide general guidelines about the Baldwin County Commission's policies and procedures for employees; however, it does not contain promises to any employee about how any particular situation will be handled. It is a guide to assist employees in becoming familiar with some of the benefits and obligations of employment. None of the guidelines in this handbook are intended, nor shall they be construed, to give rise to contractual rights or obligations, or to be construed as a guarantee of employment for any specific period of time or any specific type of work. These guidelines are subject to modification, amendment or revocation by the Baldwin County Commission at any time, without advance notice.

Each department of the County may develop additional policies and procedures relating to their department, at their discretion. Additional policies and procedures may be more restrictive than the provisions of this handbook, but may not be less restrictive.

It is the intention of the Baldwin County Commission to adhere to all applicable state and federal laws, rules and regulations. Any personnel policy found to be in conflict with a state or federal law, specifically in accordance with *Ala. Code §45-2-120, et seq.*, as amended, will be changed to ensure compliance with the law.

This handbook revokes and supersedes all prior handbooks, amendments and any policy or communication related to the employee handbook. It is your responsibility to ensure you have the most up-to-date version of the handbook. All questions pertaining to information found in this handbook should be referred to the Supervisor or Personnel Director.

**Baldwin County is an Equal Opportunity Employer**