

HOPKINS COUNTY

EMPLOYEE HANDBOOK

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EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

I have received a copy of the Hopkins County Employee Handbook that outlines my benefits and obligations as a County employee. I understand that I am responsible for reading and familiarizing myself with the information in this manual and understand that it contains general personnel policies of the County. If I need clarification on any of the information in this manual, I will contact my immediate supervisor.

I further understand that the Hopkins County Employee Handbook is not a contract of employment. I understand that I am an at will employee and that my employment may be terminated by either myself or the County, at any time, with or without cause, and with or without notice.

I understand that this employee handbook is intended to provide guidance in understanding Hopkins County's policies, practices and benefits. I understand that Hopkins County retains the right to change this handbook at any time, and to modify or cancel any of its employee benefits when the need for change is recognized.

I further understand that as a Hopkins County employee, I am expected to provide quality service to the public; to work towards the highest degree of safety possible for my fellow workers', to continually make suggestions for improvements, and to display a spirit of team work and cooperation.

I understand that I will be granted compensatory time off in lieu of payment of overtime to the extent provided by law and I may be required to take earned compensatory time off at the County's discretion.

I understand that I may be subject to reasonable suspicion or post-accident drug and alcohol testing. If I am required to have a Commercial Driver's License (CDL) for my county position, I will be subject to random, reasonable suspicion and post-accident drug and alcohol testing.

I have read these policies and understand these policies and I agree to I abide by and adhere to these policies.

Signature of Employee

Printed Name of Employee

Date Signed

COUNTY OF HOPKINS
COMMISSIONERS COURT ORDER

WHEREAS the Hopkins County Commissioners Court desires to provide the employees of Hopkins County with a uniform format for dealing with various employment related issues; and

WHEREAS the Hopkins County Commissioners Court wishes to adequately communicate to employees the policies and procedures of the County:

THEREFORE, BE IT RESOLVED that the Hopkins County Commissioners Court and hereby approve, and adopt, the HOPKINS COUNTY EMPLOYEE
HAND BOOK.

ADOPTED THIS _____ DAY OF _____, 20__

County Judge

Commissioner Pct 1

Commissioner Pct 2

Commissioner Pct 3

Commissioner Pct 4

Witnessed and Attested By:

County Clerk

Hopkins County Employee Handbook

Welcome to Hopkins County!

We are excited to have you as an employee of Hopkins County. You were hired because the elected official, appointed official or department head believes you can contribute to the success of Hopkins County, and share our commitment to serving the public and our constituents with excellence.

Hopkins County is committed to providing excellent service to the public in all of our county offices. As part of the team, we hope you will discover that the pursuit of excellence is a rewarding aspect of your career here.

This employee handbook contains some key policies, benefits, and expectations of Hopkins County, and other information you will need. Each elected or appointed official may have detailed policy and procedures manuals for their office.

Your job is essential to fulfilling our mission of serving our county constituents every day and to meet or exceed their expectations. We achieve this through dedicated hard work and commitment from every Hopkins County employee. You should use this handbook as a ready reference as you pursue your career with Hopkins County. Please consult with your elected official, appointed official or department head regarding questions you may have concerning this employee handbook.

Welcome aboard!

Sincerely,

County Judge

Commissioner Pct. 1

Commissioner Pct. 3

Commissioner Pct. 2

Commissioner Pct. 4