

1.0 WELCOME

1.1 *Welcome*

This booklet has been prepared to acquaint you with your employment conditions, your benefits, and your responsibilities in connection with your job. It is important that you read and follow the procedures outlined herein.

The purpose of this booklet is to act as a guideline for informational purposes as to the policies, benefits and procedures that the Employer intends to utilize. This booklet is not to be construed as creating a contract between the Employer and its employees. Unless otherwise covered under a collective bargaining agreement or individual employment contract that specifies otherwise, all Eaton County employees are at-will employees. The procedures, policies and benefits outlined in this booklet may be added to, expanded, modified or deleted, and any such changes shall be solely within the discretion of the Employer. It is the intent of the Employer to provide prior notice of such changes or modifications, if any, to the employees affected. All rights and powers vested in the Employer shall not in any way whatsoever be abridged by this booklet.

If situations arise which are not covered in this booklet and require clarification, contact your supervisor, who, in turn, will relay the problem to the appropriate management personnel. These procedures, policies and benefits are subject to change, and an employee must follow any new rules. The fact that these rules may have been applied differently in the past has no effect on their current or future enforcement. An employee cannot rely on custom or prior practice.


All persons working in the office of the Eaton County Clerk (including the Register of Deed's Office and the Circuit Court Clerk's Office) are employees of the Eaton County Clerk and the Eaton County Board of Commissioners and any reference in the manual to Employer shall reflect this dual employment status. No representative of Eaton County, other than the majority of the Board of Commissioners, by Board Resolution, has any authority to enter into any agreement regarding economic issues contrary to the provisions contained herein. No representative of Eaton County, other than the County Clerk, has any authority to enter into any agreement regarding non-economic issues contrary to the provisions contained herein. The status of employees is at will and employment may be terminated, with or without cause, at the option of either the Employer or the employee.

All employees working in the Clerk's Office shall be covered by the economic benefits and non-economic policies provided in this Personnel Policy with the following exception:

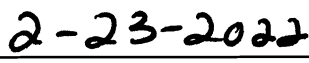
Offices under the control of the County Clerk /Register are exempt from Article 21 of the Eaton County Policy (Grievance Procedure).

These office positions are "At Will", and therefore termination may occur at any time, with or without reason or notice. Lack of adherence to my office policies would be reason for discipline, up to and including, dismissal.

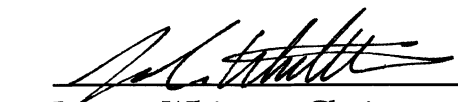
The County Clerk does *not* utilize a progressive disciplinary procedure and does not implement disciplinary action in any particular order. Each disciplinary case will be reviewed individually and disciplinary action up to and including termination, will be taken as deemed necessary. Documentation will be placed in the employee personnel file.



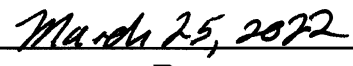
Diana Bosworth
Eaton County Clerk



Date



Jeremy Whittum, Chairman
Eaton County Board of Commissioners



Date