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INTRODUCTION

The manual includes Apache County's Human Resources policies. These policies are organized in the following titles.

- Section 1: Employment
- Section 2: Compensation and Benefits
- Section 3: Attendance and Leaves of Absence
- Section 4: Employee Conduct
- Section 5: Health and Safety
- Section 6: Travel Policies and Procedures
- Section 7: Other Policies Relating to Employment

The policies in this document are intended to provide a uniform system of personnel administration, to protect and clarify the rights and responsibilities of Apache County employees, and to promote communication between the County and its employees. These policies are not intended to be a "limited merit system" as defined by A.R.S. § 11-351 et seq.

The policies apply to all County employees and to other related employees as specified below:

- A. Employees of the Superior Court are covered first by the Apache County Courts Employment System: Rules and Procedures. In matters not addressed in the Courts Rules and Procedures, the presiding Judge has approved the application of the policies in this manual.
- B. Unclassified employees are at-will employees. Some of the policies in this manual do not apply to at-will employees. See section 1.53 for a list of unclassified positions.
- C. Employees of the Apache County Jail District, Apache County Library District and the Apache County Public Health Services District are covered by the provisions of this manual. In those instances, where the manual refers to the "Board of Supervisors" the manual is referring to the Board of Supervisors sitting as the Board of the relevant district. Where the manual uses the term "County," it is referring to the relevant special taxing district.

The intent of this policy manual is to comply with relevant federal and state laws. In the event that there is a conflict, the federal and state laws take precedence. In the event of any amendment of the federal and state law, ordinances, etc., the policies and procedures set forth in this manual will be deemed amended in accordance with those changes.

Apache County specifically reserves the right to appeal, modify, or amend these policies at any time, with or without notice. The provisions shall be deemed neither to create a vested or contractual right in any employee nor limit the power of the Board of Supervisors or County

Manager to repeal or modify these policies. These policies are not to be interpreted as promises of specific treatment.

“In the event of amendments to these policies and procedures by the Board of Supervisors, the Apache County Human Resources Department will publish updates to this manual in a timely manner. Said publication shall be through posting the amendments on the web site of the Apache County Human Resources Department. The version posted on the web site will be considered the official version of the manual currently in force, and is the version that should be consulted by employees in the event they have questions about County policy. Additionally, the Apache County Human Resources Department shall provide each Department Head/Elected Official with an updated version as changes are made, and said updated version will be available for review upon the request of employees of the Department. Finally, the Apache County Human Resources Department will send each employee updates with which each employee can update his/her own manual. Each employee is responsible for keeping himself/herself informed of changes to this manual.”