



## LARAMIE COUNTY GOVERNMENT

<b>TITLE</b> About the Employee Handbook	<b>APPROVAL DATE</b> 8/15/1995
<b>SECTION</b> About the Employee Handbook	<b>REVISION DATE</b> 12/20/2016

### **Authority**

This Laramie County Policy Manual is circulated by the Laramie County Commissioners in accordance with internal procedures and applicable State and Federal laws. This Policy Manual applies to all employees of Laramie County Government and replaces all previous versions of the Laramie County Policy Manual and related guidelines.

### **Coverage and Interpretation**

This policy manual shall apply to all employees of Laramie County including those in the Laramie County Sheriff's Department with the exception that, Sheriff's Department personnel policies specifically related to law enforcement or detention purposes will control in situations where they are more strict, more specific than the policies in this manual or address matters unique to law enforcement procedures and needs not included herein. In the event of any ambiguity or conflict between Sheriff's Department policies and these policies, these policies shall control. Any such ambiguity or conflict may be reviewed by the Laramie County Attorney's office who will provide resolution.

The Human Resources Director and County Attorney shall assist in providing interpretations of these policies in cases of internal conflicts between policies, or when questions arise about application to specific situations, procedures or guidelines.

### **Responsibility**

Laramie County Government Elected Officials and the offices of Human Resources and County Attorney shall work together in ensuring the Employee Handbook and Safety Manual are administered and applied uniformly by all departments. Elected Officials and Department Directors and Managers are responsible for applying these guidelines within the departments, and ensuring the guidelines in the Employee Policy and Safety Manual are administered uniformly to all employees. Elected Officials and Department Directors and Managers are responsible for the



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actions of management employees to whom they have delegated authority to act on their behalf or in a supervisory capacity. Elected Officials and Department Directors and Managers have the responsibility to complete departmental employee orientation and to discuss and explain the Policy Manual as necessary to generate employee understanding. The Human Resources Office provides all Elected Officials, Department Directors and Managers, and employees access to the Policy and Safety Manual. The Human Resources Department is responsible for new employee enrollment and sign-up. All Laramie County Employees are responsible for familiarizing themselves with the guidelines in the Policy and Safety Manual, and are expected to contact their Supervisor, Elected Official, Department Director or Manager, the Human Resources Department, or County Attorney for explanation of any guideline. The Human Resources Department shall distribute any revisions or added Guidelines to the Policy or Safety Manual to all Elected Officials, Department Directors and Managers, and to all Laramie County employees.