

MONTGOMERY COUNTY, TEXAS
EMPLOYEE POLICY MANUAL
1. INTRODUCTION

1.2 PURPOSE OF MANUAL

**PURPOSE OF
MANUAL**

1.2-1 This manual is a reference for you which outlines the county's policies, what we expect from you, and what you can expect from us as your employer. These guidelines have been established by Commissioners Court to promote consistent, equitable, and effective practices by both employees and supervisors which will result in high quality public service.

1.2-2 Montgomery County reserves the right at any time to change, delete, or add to any of the manual's provisions. Furthermore, the policies of this manual are designed to serve as guidelines rather than absolute rules, and exceptions may be made from time to time on the basis of particular circumstances. In addition, individual elected officials and/or department heads may institute policies for employees in their particular offices which are over and above the policies which make up this manual, and those policies take precedence over the policies found here, as long as they are nondiscriminatory and legal and are meant to supplement the provisions herein.

**EMPLOYMENT-
AT-WILL VS.
CIVIL SERVICE**

1.2-3 Employees working in most Montgomery County positions are covered under the Montgomery County Civil Service Regulations, however, employees working in some departments and positions are employed "at will" which means either the employee or the County can sever the employment relationship at any time with no notice for any non-discriminatory reason or for no reason. During the interview process, each applicant will be told whether or not the position for which he or she is applying is included under or excluded from Civil Service.

1.2-4 This manual and the provisions herein do not constitute a contract of employment with any County employee.