

NATURE OF EMPLOYMENT 101*Effective Date: 02/01/2016*

This handbook is designed to acquaint you with Cass County and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by Cass County to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

However, this handbook cannot anticipate every situation or answer every question about employment. It is not an employment contract and is not intended to create contractual obligations of any kind. Neither the employee nor Cass County is bound to continue the employment relationship if either chooses, at its will, to end the relationship at any time, with the exception of Social Services' employees who are subject to the State Merit System.

In order to retain necessary flexibility in the administration of policies and procedures, Cass County reserves the right to change, revise, or eliminate any of the policies and/or benefits described in this handbook, except for its policy of employment-at-will. The only recognized deviations from the stated policies are those authorized and signed by the Administrator of Cass County.

This handbook supersedes and voids any prior oral or written policies, practices, or promises made by Cass County concerning its employees' terms and condition of employment. All previous employee handbooks are hereby revoked. Furthermore, this handbook supersedes any and all policies set within individual Cass County departments.