

**GRAND FORKS COUNTY  
POLICY MANUAL**

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**POLICY NO. 101-01**

**Eff. 2/21/12**

**INTRODUCTORY STATEMENT**

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**Citizens of Grand Forks County elect County Commissioners, the Sheriff and the States Attorney. The County Commission hires the non-elected Department Managers, while with the approval of the County Commission or its established guidelines, non-elected Department Managers interview and hire employees for their work departments.**

**This Policy Manual is designed to acquaint you with Grand Forks 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 Policy Manual. It describes many of your responsibilities as an employee and outlines the programs developed by the employer to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.**

**It is the responsibility of Department Managers to ensure that all employees have reviewed this Policy Manual, and that there is a valid and current Employee Acknowledgement Form in the employee's personnel file.**