Policy 3020 Philosophy, Mission, and Scope

Version: 3.0
Effective Date: MM/DD/2023
Board or Administrative: Board

Policy Statement

~~The Dakota County Board of Commissioners recognizes~~It is the ~~County's policy~~policy of Dakota County to recognize the contributions made by employees, individually and collectively, to the effectiveness of County Government.

Inherent in this recognition is the expectation ~~belief~~ that as valued resources, all employees will be provided the opportunity to achieve their full potential in an environment which stresses individual dignity and worth; competitive rewards for achievement; delegation of authority to the lowest suitable level; participation, to the extent appropriate, in the management process; professional skill and knowledge enhancement; and the value of loyal service in a workplace free from ~~illegal~~ discrimination.

All aspects of the County's Human Resource activities will be structured to be supportive of these expectations and administered so as to ~~i~~ensure the complete promulgation of this philosophy.

The Dakota County Board of Commissioners expects that all employees will provide the County with a dedicated effort, accepting full accountability within assigned responsibilities, and striving for the highest levels of personal competence, productivity, individual integrity, and professional knowledge and skills.~~lism~~.

Definitions

Source

Dakota County Personnel Act**,** Minn. Stat. Chapter 383D

General

Employee Relations' Mission

The mission of Employee Relations is to provide leadership in the recruitment, development, retention and effective management of the County's human resources.

Major Goals

- To recruit qualified applicants and fill vacancies through an open competitive process.
- To provide professional management counsel.
- To insure internal pay equity and external competitiveness.
- To balance through collective bargaining the goals and objectives of the County with the needs and aspirations of organized employees.
- To maintain and upgrade the skills and knowledge of the work force.
- To insure the development and ongoing administration of the employee benefits program for County employees.
- To develop County employee relations policies~~y~~.

Purpose of Policies ~~and Procedures~~

These policies ~~and procedures~~ provide a consistent, comprehensive, and efficient system of Human Resource administration that addresses Dakota County's (hereafter referred to as the County) stated organizational principles and values.

These policies recognize that the strength and future growth of the County depends on the contributions of its employees. These policies further recognize that individual job satisfaction promotes high productivity and efficiency.

The County endeavors to be open ~~frank~~, equitable, fair and honest with its employees and to respect their rights and corresponding responsibilities. The County strives to achieve mutual respect in working relationships and insists that supervisors do all in their power? to achieve this purpose. To work together successfully, employees and supervisors must realize that harmonious relationships are the outgrowth of daily decisions and cooperative mindsets~~attitudes~~.

The construction of this manual avoids the appearance of bias by using gender neutral terminology whenever possible. Where the use of gender neutral terminology is cumbersome, policies will be written using the ~~personal~~ pronoun~~s~~ ~~"he" and "she"~~ "they" in the singular form.~~alternately~~.

Scope of Policies~~y~~ ~~Manual~~

Subject to the requirements of state and federal law, the Employee Relations policies ~~contained within this manual~~ apply to nonunion employees. Only where there is not a corresponding provision in the labor contract, will the policies also apply to bargaining unit employees.

General Provisions

The system of personnel administration encompassed in the Personnel Policy and Procedures ~~Manual was~~ were initially adopted by the Dakota County Board of Commissioners on February 28, 1978, and adopted into state law, Minnesota Statutes Chapter 383D, in 1987.

Modification and/or Revocation

The Dakota County Board of Commissioners may modify or revoke any of the~~se~~ Employee Relations policies at any time. The Employee Relations Director has the authority to modify these~~is manual~~ policies as necessary to ensure its accuracy, clarity, or ease-of-use, provided that such changes:

- Do not substantially modify the meaning or scope ~~of the manual or~~ of any policy ~~(or absence of policy) contained therein~~; and
- Do not substantially modify the County's rights and responsibilities to employees or employees' rights and responsibilities to the County.

Administration

The Employee Relations Department maintains and provides updates to the policies and procedures on-line and accessed through Dakota County Works. Employees are held accountable for adhering to all Employee Relations policies and procedures.

Any employee who violates any of these~~se~~ Employee Relations polices~~-~~ is subject to disciplinary action up to, and including, termination from employment.

Savings Clause

If any ~~of these~~ Employee Relations policy~~ies~~ is held invalid by judicial or legislative action, the remaining policies shall not be affected.

Departmental Rules

Management may establish procedures to cover unique circumstances except where ~~said~~ the procedures would create a conflict with the Employee Relations policies or procedures, ~~contained in this manual~~ or applicable law.

Indemnification Policy

In accordance with Minn. Stat. §§ 466.01 - 466.15 and Policy 3440 Tort and Professional Liability Indemnification Plan-, the County Board hereby declares its intent to defend and save harmless and indemnify any of its officers or employees for any tort, professional liability or deprivation of constitutional rights claims brought against them and arising out of the performance of their duties, except where the action arises out of any act or omission which constitutes criminal conduct, deliberate and intentional wrongful or unauthorized conduct or~~f~~ malfeasance in office or willful or wanton neglect of duty. The County Indemnification Plan should be consulted for ~~the~~ more details~~specifics~~ of the County Indemnification Policy.

Procedures

Procedures will be maintained by *the Employee Relations Department*

History

Version	Revision Date
1.0	11/14/2000
2.0	10/20/2015
3.0	XX/XX/2023

Related Policies

- None.

Contact

Andy Benish
Employee Relations Director
Andrew.Benish@co.dakota.mn.us

Approval

Resolution No. and Date