



OVERVIEW

As an employee of DuPage County, you will be part of a diverse group of individuals that share common goals: Respects the dignity of individuals, Acts with integrity and honesty in our work, Maintains confidentiality with all information and Ensures the equitable, professional and legal application of the policies and procedures.

DuPage County employees are expected to provide county residents with timely service, professional courtesy, and the utmost respect. Each day the goal of every County employee is to carry out the County's mission, which is to assure that DuPage County remains a desirable place to live, work and raise a family. This is done by providing innovative cost-effective services, promoting a high quality of life for all residents and acting as a leader with local and regional partners in anticipating issues and developing solutions. DuPage County Employees are expected to maintain a set of core values in all of the work that they do. These core values include being ethical, accountable, transparent, efficient and effective.

The Personnel Policy Manual is designed to act as a guideline for all employees, supervisors and department heads in the day-to-day implementation of County Board policies and to ensure uniformity throughout the County. Countywide elected officials may maintain their own, independent personnel policies.

As a valued employee of DuPage County, it is important that you are knowledgeable of the Personnel Policies that have been established by the County Board. Please familiarize yourself with the policies and benefits included in this handbook and refer to it as a resource when you have questions.

Please be advised that the policies contained in this handbook replace and supersede all prior DuPage County Personnel Policies. The County reserves the right to vary these policies to meet individual needs. Policies and procedures are subject to change from time to time as the needs of the County require. The Human Resources Department will be responsible for keeping you informed of any changes as soon as practical.

WAIVER

This handbook is not to be construed as an employment contract or to create contractual rights, but rather to serve as a guideline for day-to-day policies. The County reserves the right to vary these policies to meet individual needs. Nothing in this handbook may be construed as altering the employment status of any employee at will. Policies and procedures in this handbook are subject to change from time to time as the needs of the County require. We will attempt to keep you informed of changes as soon as practical.