

Salt Lake County Human Resources Policy 1-100: HR Disclaimer

Purpose

This policy explains the procedures to be used to update Salt Lake County Human Resources policies and the procedures for agencies to use to implement internal personnel policies that conflict from Human Resources policies.

I. Policy

Neither the language contained in any of Salt Lake County Human Resources Policies and Procedures nor any representation made by a member of management may be construed as a guarantee of employment or any employment-related benefit. County policies and procedures do not create any actual or implied contractual rights.

These policies and procedures apply to Career Service merit employees and to Sheriff's Office sworn merit employees. The Deputy Sheriff's Merit Commission has separate policies and procedures that supplement and implement the provisions of [Utah Code 17-30, Sections 1-24](#) to provide a modern, professional system of human resources management for Correctional Officers and Protective Service Officers.

II. Procedures

- A. Human resources policies and procedures and any other County documents or handwritten materials regarding pay, merit awards, insurance, employee benefits and any other aspect of employment are subject to change and are not to be construed as an express or implied contract between the county and its employees.
- B. Oral or written promises about promotions, pay raises or other employment related matters have no legal effect and are not binding.
- C. Salt Lake County Human Resources Policies and Procedures will be approved in accordance with [county ordinance](#).
- D. County divisions, sections or work units may develop internal policies that conflict from the general requirements of the Salt Lake County Human Resources Policies and Procedures as long as those policies comply with state law, federal law and county ordinance. Each policy will be reviewed by the Human Resources Director and approved as to form by the District Attorney's Office and the County Council.
- E. All policies must be approved by the County Council and become effective on the day they are approved.
- F. The Human Resources Division is responsible for providing the forms and resources needed to apply and enforce these policies.

III. References

- A. Utah Right to Work Law, [Utah Code 34-34](#) et seq