

RESOLUTION 2026-11

Grant County has determined there exists a need for an Employee Personnel Policy Handbook which is uniformly applied to all employees of Grant County, and

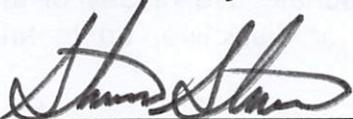
WHEREAS the elected officials of Grant County have determined that an Employee Personnel Policy Handbook will significantly improve communications between the County and its employees, and

WHEREAS the elected officials of Grant County have determined that a written Employee Personnel Policy Handbook promotes fairness in employment and assists in the prevention of discrimination in employment of any nature.

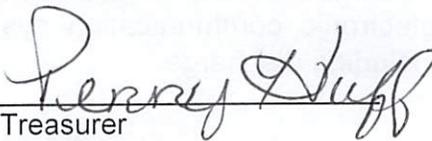
NOW, THEREFORE, BE IT RESOLVED that pursuant to **Okla. Stat. Ann. tit. 19, Section 339**, Grant County, by a majority vote of the elected officials, does hereby adopt the "Employee Personnel Policy Handbook - Grant County."

Dated this 23rd day of February, 2026

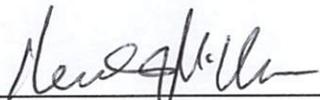
Board of County Commissioners and Elected Officials of Grant County



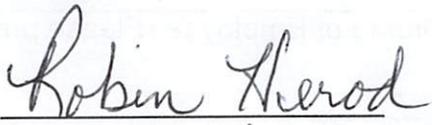
Steve Stinson – Chair



Treasurer



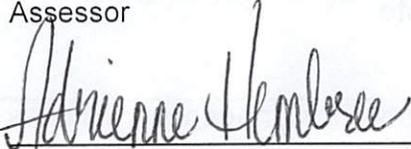
Keith McClure – Vice-Chair



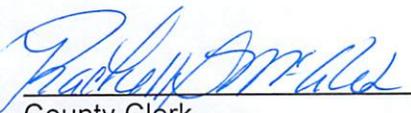
Assessor



Craig A. Fredrick – Member



Court Clerk



County Clerk



Sheriff

Grant County Personnel Policy – 02-23-26

Telephone, Email, Internet, and Voicemail Employee Acknowledgement Form

I read and understand the County's Electronic Communication Policy included in the Employee Personnel Policy Handbook. I understand that all electronic communication systems and all information transmitted by, received from, or stored in these systems are the property of Grant County. I also understand that these systems, including facsimile, telecopier, telephone, voicemail, copy machine, computer, internet, email, and telephone systems, are to be used primarily for job-related purposes and not for personal purposes, and that I have no expectation of privacy in connection with the use of this equipment or with the transmission, receipt, or storage of information in this equipment.

I agree not to use a code, access a file, or retrieve any stored communication unless authorized. I acknowledge and consent to Grant County monitoring my use of this equipment at any time, at its discretion. Such monitoring may include monitoring telephone communication, printing up and reading all email entering, leaving, or stored in these systems as well as listening to my voicemail messages. Grant County reserves and may exercise the right to review, audit, intercept, access, disclose, delete, and purge all messages or content created, received, or sent over the Internet or email access systems for any purpose. An employee's use of the Internet and email systems grants management permission to review any and all transactions or sites.

I understand that unauthorized, excessive, or inappropriate use of any of the electronic communication systems may be grounds for discipline, up to and including discharge.

Name of Employee (Please print)

Date

Name of Management Witness (Please print)

Date