



JEFFERSON COUNTY COMMISSION

124 East Washington Street, P.O. Box 250, Charles Town, WV 25414

Phone: (304) 728-3284 Fax: (304) 725-7916

Web: www.jeffersoncountywv.org

PRESIDENT

Pasha Majdi

VICE PRESIDENT

Mike Mood

COMMISSIONER

Cara Keys

COMMISSIONER

Steve Stolipher

COMMISSIONER

Jack Hefestay

Jefferson County General Expectations Agreement

The Jefferson County Commission is committed to maintaining the highest standards of professionalism, accountability, and service to the community. As a staff member, you play a critical role in advancing the County's mission and ensuring responsible governance.

By initialing below, you affirm your understanding and commitment to the following expectations:

1. Professionalism __ (Initial: _____)

Staff members are expected to conduct themselves with integrity, honesty, and accountability at all times. Professionalism includes, but is not limited to:

- Arriving on time and being prepared to engage in the work day.
- Reviewing materials in advance to make informed contributions.
- Maintaining confidentiality when required, particularly regarding sensitive or legally protected information.
- Adhering to ethical standards and avoiding conflicts of interest.
- Working collaboratively with fellow staff members, County staff, and the public, fostering an environment of mutual respect.

Failure to meet these standards may result in termination, as determined by County Commission policy.

2. Constituent Relations __ (Initial: _____)

Staff members serve as representatives of the community and must engage with constituents in a respectful and responsive manner. This includes:

- Listening to public concerns, being accessible, and engaging in constructive dialogue.
- Communicating clearly, factually, and in a manner that reflects positively on the County.
- Refraining from using a staff position for personal or political gain.
- Treating all individuals—regardless of background, opinion, or affiliation—with courtesy and professionalism.

- Acknowledging that while staff members may express individual viewpoints, decisions should be based on the best interests of the County as a whole.

3. Pride in Yourself, the Commission, and the County **__(Initial: _____)**

Staff members are ambassadors of Jefferson County and should take pride in their role and responsibilities by:

- Promoting a positive image of the County and its initiatives.
- Demonstrating dedication to the County’s mission, goals, and long-term success.
- Taking personal responsibility for contributing to the effectiveness and credibility of the Commission.
- Ensuring that personal conduct—both during and outside of the office—reflects well on the department and County government.
- Committing to continuous learning and staying informed on relevant work issues.

By signing below, I acknowledge that I have read, understand, and agree to abide by the expectations outlined in this agreement while serving as a staff member for Jefferson County.

Printed Name: _____

Signature: _____

Date: _____