



Personnel and Administrative Policy and Procedure

SUBJECT: Introduction	EFFECTIVE DATE: July 1, 2003 REVIEWED: May 2011 REVISED:
CATEGORY: 200 POLICY NUMBER: 200.28	CROSS REFERENCE:

Purpose:

These Personnel and Administrative Policies and Procedures are designed to:

- Inform all employees of the day-to-day administrative workings of the City.
- Provide employees with an understanding of what is expected of them in their course of employment with the City.
- To provide consistent, fair and uniform treatment to all employees.
- To provide management with the information necessary to fulfill its responsibilities to its employees.
- Be interpreted consistent with State and Federal law.

The policies and procedures contained herein shall apply to all City employees. Where the provisions of a collective bargaining agreement with the City differ from these rules, the language in the bargaining agreement shall prevail.

The City reserves the right to change any of these policies and procedures at any time. Although it is the City's policy not to terminate the employment relationship of an employee with the City unless it has just cause to do so, these policies and procedures are not intended to constitute a contract of employment or a promise or guarantee of specific treatment in specific situations.

Authority and Responsibility:

The Mayor and the City Council shall have authority over matters of compensation administration through adoption and implementation of the City budget, pay plans, and collective bargaining agreements, and the City Manager or the City Manager's designee shall have authority over all other matters of Personnel administration through adoption and implementation of the Personnel and Administrative Policies and Procedures.

The City Manager may interpret the language of the rules and regulations in any case where interpretation is in question, and may specifically delegate the authority for the enforcement of these rules and regulations.

The City Manager shall be responsible for ensuring the effective implementation of these Policies and Procedures and may further establish, amend or otherwise modify these policies and procedures. The City Manager or a person designated by the City Manager shall advise the City Council on any changes concerning these policies and procedures.