

## **Formulation and Issuance of City Personnel Policies**

### **POLICY STATEMENT**

The City strives for well-articulated and understandable personnel policies. Those responsible for writing, updating, communicating and distributing City personnel policies should comply with the guidelines outlined in this document.

### **GUIDELINES**

1. *Formulating Policies*

The City Manager is responsible for the issuance and administration of the City's personnel policies and generally adopts policies by written directive. He or she may, at times, designate another individual such as the Human Resources Director, to be accountable for the formulation, communication and timely updating of personnel policies and processes.

2. *Amending a Policy*

Amendments to policies are customarily made after consultation with department directors, except when a change is required to maintain compliance with applicable local, state, or federal laws or other legal requirements.

3. *Policy, Contracts,  
Laws*

If any policy conflicts with a collective bargaining agreement, employment contract, City ordinance, or state or federal law, the policy yields to the contract or law. In all other cases, the personnel policies apply.

4. *Interpretation of  
Policies*

Interpretation and application of the personnel policies are within the sole discretion of the City Manager or his or her designee. These may be appealed through the City's Complaint Resolution Process, or according to the terms and conditions of the appropriate collective bargaining agreement.

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| 5. <i>Department Policies</i> | Department Directors may establish separate policies when necessary to accommodate department operational issues. However, department policies must be consistent with the intent of the City's personnel policies and should be reviewed and approved by the Human Resources Director prior to implementation. |
| 6. <i>Related Information</i> | > Personnel Policy No. 1-7: Complaint Resolution Process<br>> City Charter  |

Approved by: \_\_\_\_\_

City Manager	HR Director
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Origination Date: August 31, 2006

Revision(s) Date: