



Human Resources Policies and Procedures

Policy Title: Statement of Purpose	Policy Number: 1.1
Effective: October 30, 2005	
Supersedes:	
Approval: <i>Carl B. Johnson</i>	Page 1 of 3

1.0 Scope

- | | |
|--|--|
| <input checked="" type="checkbox"/> Full-time | <input checked="" type="checkbox"/> Salaried |
| <input checked="" type="checkbox"/> Part-time | <input checked="" type="checkbox"/> Union |
| <input checked="" type="checkbox"/> Temporary/Contract | <input type="checkbox"/> Independent Contractors |

Employees who are covered under the provisions of a collective bargaining agreement will follow the standards as contained in their respective contracts if this policy conflicts with the language in the contract.

2.0 Purpose

The purpose of the City of Ann Arbor human resources policy manual is to promote unity among the various areas and units comprising the City, to encourage consistent employment practices at the City and compliance with Federal and State laws. It is intended to be a reference and working guide for employees and management in the day-to-day administration of human resource policies and programs.

3.0 Policy

THIS POLICY MANUAL IS NOT A CONTRACT

- 3.1** This manual contains statements of The City of Ann Arbor's human resources policies and procedures. This manual serves as a reference and working guide for all management and employees throughout the City.

DISCLAIMER

The information contained in this Human Resources Policies and Procedures Manual supersedes all previous Human Resources rules, policies and administrative regulations. The manual is not legally binding and does not create a contract of employment, either express or implied. The City retains the right to modify, suspend, interpret or cancel any provision at any time, at the City's complete and sole discretion without prior notice.

- 3.2 Nothing in this manual, in official documents or in employment interviews should be construed as an employment contract, promise of employment or promise of benefits.
- 3.3 All previous and any perceived promises, statements, implications or understandings to the contrary are immediately null and void.
- 3.4 The absence of a specific policy, statement, or provision does not preclude the City from enforcing such an item. The City reserves the right to take such actions as are determined, at its sole discretion, to be necessary to ensure efficient business operations.

Effective date of policies

- 3.5 The content in this policy manual is effective October 30, 2005 and replaces and supersedes all existing City wide Rules and Regulations, APRs, policy manuals or reference guides on the subjects herein.

4.0 Responsibility

The interpretation, administration and monitoring for compliance of this policy shall be the responsibility of the Director of Human Resources and Labor Relations and/or his or her designee(s).

5.0 Procedures

5.1 The City's right to add, delete or modify

- A. All of the statements contained in this manual are broad internal guidelines that the City may, from time to time, modify, add to or delete at its sole discretion. Reasonable efforts will be made to notify employees of policy changes.
- B. Each individual must adhere to all human resources policies and procedures. Individual service units may have unit specific policies in addition to the policies contained in this policy manual, but those unit specific policies shall not supercede nor contradict the provisions contained in this manual, unless approved by Human Resources Services (Policy 2.10).

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5.2 Effect on Employee Benefits

Employee benefits and benefit programs described in this manual may be modified, suspended or terminated at any time. In the event there is a discrepancy between any information in this manual and information contained in a benefit plan description or plan document, the plan document, or provider contract will control.

5.3 Questions on interpretation

Questions of interpretation should be handled through the Employee Problem Solving Process Policy (2.9). Unresolved matters shall be referred to the Director of Human Resources and Labor Relations, who is the final arbiter.

5.4 Invalidation

If any part of any policy in this manual becomes invalid, the remainder of such policy shall remain in effect unless such elimination shall substantially change the City's intent and purposes in drafting and establishing the policy.

5.5 Distribution

- A. Management will be given a copy of this manual and will be required to sign a "Human Resource Policy Manual Acknowledgment" and return it to Human Resources Services. Management is responsible for sharing this policy manual with each direct report.
- B. Every employee promoted to a management or supervisory position will be given a manual and be required to sign and return the acknowledgment.

5.6 Policy Updates

The Director of Human Resources and Labor Relations is the keeper of all approved human resources policies, both past and present. When a policy is revised, the superseded version should be destroyed and replaced with the new one. The Director of Human Resources and Labor Relations will retain the official copy of superseded policies.

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