



Human Resources Policies and Procedures

| | |
|--|---------------------|
| Policy Title: Unit Specific Policies | Policy Number: 2.10 |
| Effective: October 30, 2005 | |
| Supersedes: 1988 Rules and Regulations #2, p.1 | |
| Approval: <i>Carl R. Johnson</i> | Page 1 of 2 |

1.0 Scope

The provisions of this policy apply to the following employment categories:

- | | |
|--|---|
| <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 Contractor |

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

To establish and describe the citywide procedure for the development and maintenance of all Unit Specific Policies.

3.0 Policy

Some units may choose to establish supplemental policies due to the nature of the operation of those units. These policies, as well as any other special arrangements should be coordinated with the Director of Human Resources and Labor Relations in advance of implementation. Policies not approved by Human Resources Services may not be enforced in the disciplinary process. In any conflict between the Unit's Policies and the City's Policy, the City's Policy shall take precedence.

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.

4.0 Responsibility

- 4.1 Management is responsible for
- A. Obtaining approval from the Director of Human Resources and Labor Relations of all changes to Unit Specific Policies
 - B. Writing and maintaining all changes to the Unit Specific Policies
 - C. Maintaining copies including superseded, rescinded and amended directives of all Unit Specific Policies
 - D. Distributing within their units all Unit Specific Policies and sending one copy to the Director of Human Resources and Labor Relations
- 4.2 Human Resources is responsible for
- A. Assuring integrity and consistency of the Unit Specific Policies through the approval process
 - B. Assisting management with the administration and implementation of Unit Specific Policies

5.0 Definitions

- 5.1 **Unit Specific policies** are one type of directive at the Service Unit level. They are intended to provide direction for the internal management of City Service Units. As unit level policies they affect primarily or exclusively single Service Units.
- 5.2 **Unit** is a subset of a Service Area that provides a specific group of services, which is further defined by the City's organizational structure.

6.0 Procedures

- 6.1 A Unit Manager who wishes to establish Unit Specific Policies must submit the proposed Unit Specific Policy(s) to his or her Service Area Administrator. The Service Area Administrator must submit the proposed Unit Specific Policy(s) to the Director of Human Resources and Labor Relations prior to implementation of the policy.
- 6.2 The Unit Specific Policy(s) will become effective upon approval from the Director of Human Resources and Labor Relations.

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.