

200 Human Resource Policies and Procedures

201.1

The Human Resource Policies and Procedures do not contain any guarantees unless specifically stated. All policies and procedures are subject to change and interpretation by the City Manager, Director of Human Resources, or their designees. The Human Resource Policies and Procedures delineate the manner in which personnel transactions shall be administered throughout the City. Those policies and procedures, which address supervisor/subordinate issues, may be viewed as parameters within which supervisory personnel may exercise reasonable discretion in dealing with specific incidences or problems.

201.2

Departments may develop policies and procedures that are consistent with these procedures in order to meet departmental needs. Department Heads desiring to implement an exception to any rule or regulation contained within the Human Resource Policies and Procedures must request, in writing, approval of the City Manager.

201.3

Neither the merit system nor these Human Resource Policies and Procedures or Rules constitute any contract for employment or continued employment. The sole remedy for an employee alleging breach or other grievance arising under the substantive or procedural aspects of this policy manual shall be provided herein (except Fire and Police Department which have remedies provided by Chapter 143, Texas Local Government Code) and local civil service rules.