

**PERSONNEL POLICIES
AND PROCEDURES MANUAL
FOR
Tremonton City**

Approved January 7, 1997

Revised January 7, 1997

While it is the policy of Tremonton City to establish reasonable rules of employment conduct and to ensure compliance with these rules through a program consistent with the best interests of the Agency and its employees, **THIS MANUAL IS NOT AND SHALL NOT BE CONSTRUED AS AN EXPLICIT OR IMPLIED CONTRACT AND SHALL NOT MODIFY THE CITY EMPLOYEE STATUS AS AN AT-WILL EMPLOYEE.**

Notes

INTRODUCTION

Welcome,

As an employee of Tremonton City you will be expected to read, understand, and follow the Personnel Policies and Procedures contained in this manual. You are also required to sign the Policy Statement and Acknowledgment Form (See Appendix Number 1 for details).

It is the policy of Tremonton City to comply with Federal and State Equal Employment Opportunity guidelines. All employment decisions will be made without unlawful regard of race, color, religion, sex, national origin, age or disability. To this end, Tremonton City will not engage in any unlawful discrimination against any employee or applicant for employment because of race, color, religion, sex, national origin, disability, age, or veterans status, and will ensure that applicants and employees are treated without unlawful regard to these characteristics.

It is the obligation of each officer, manager, supervisor, and employee of Tremonton City to conduct themselves in conformity with the principle of Equal Employment Opportunity at all times. All employment activities including, but not limited to, advertising, recruitment, hiring, promotion, demotion, transfer, disciplinary action, layoff, termination, compensation, and training, shall be conducted without unlawful regard to race, color, religion, sex, national origin, age or disability.

It is the policy of Tremonton City to strive for safety in all activities and operations, and to carry out our commitment of compliance with health and safety laws applicable to our business by enlisting the help of all employees to ensure that public and work areas are free of hazardous conditions.

No employee, officer, agent or other representative of Tremonton City has any authority to enter into any agreement for employment for any specified period of time or to make any agreement or representation, verbally or in writing, which alters, amends, or contradicts the provisions of this Personnel Policies and Procedures Manual.

Tremonton City reserves the right to change any of its policies and/or procedures at any time in the future for any reason.

This Personnel Policies and Procedures Manual is not, and shall not, be construed as an explicit or implied contract, shall not modify an existing employment at will status of any employee and shall not create any due process requirement in excess of Federal or State constitutional or statutory requirements.

Mayor Max Weese
Tremonton City

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Note: Tremonton City Emergency Preparedness Plan should be updated annually by the Police Chief.

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