

CITY OF FRISCO PERSONNEL POLICIES

APPLICATION OF PERSONNEL POLICIES

Subject: APPLICATION OF PERSONNEL POLICIES

Effective Date: 01/17/2017

Approved By: ORDINANCE 17-01-05

Revision Date:

I. STATEMENT OF PURPOSE:

The City of Frisco Personnel Policies (“Personnel Policies”) set forth the primary rules governing employment with the City of Frisco. The Personnel Policies inform employees of the benefits and obligations of employment with the City of Frisco. The Personnel Policies have been prepared and adopted by the City of Frisco’s City Council (“City of Frisco”) to promote consistent, equitable, and effective practices by both employees and supervisors which will result in high quality public service to the City of Frisco and its citizens. These Personnel Policies completely replace and supersede any and all personnel policies previously adopted by the City of Frisco, individually or as a set of policies.

II. SEVERABILITY:

The provisions of these Personnel Policies are severable, and if a court of competent jurisdiction rules that any provision or part of a provision in any Personnel Policy is held invalid, inconsistent with the law, illegal, or unenforceable, the court’s ruling shall not affect the validity and enforceability of the remaining provisions or parts of provisions, which shall remain in full force and effect.

III. APPLICABILITY OF PERSONNEL POLICIES:

These Personnel Policies apply equally to all employees of the City of Frisco, unless a class of employees is specifically exempted in writing by these Personnel Policies, or by written agreement between an employee and the City of Frisco. All City of Frisco employees are expected to comply with the Personnel Policies.

The City of Frisco reserves the right to modify, alter, delete, suspend, revoke or rescind all or any part of the Personnel Policies at any time, with or without prior notice to employees. Nothing in the Personnel Policies shall be construed as an employment contract between the City of Frisco and its employees. Further, the **Personnel Policies do not in any manner alter the at-will employment status of the City of Frisco’s employees.**

If, for any reason, a court of competent jurisdiction determines the Personnel Policies are not consistent with applicable law, the Personnel Policies shall be considered revised to the extent necessary to comply with the court’s ruling, but all other provisions shall remain in full force and effect. .

IV. DISSEMINATION AND INTERPRETATION OF PERSONNEL POLICIES:

While all City of Frisco employees have access to the Personnel Policies on-line, the Human Resources Director maintains the official set of policies, including but not limited to, all revisions, for reference by employees. The Human Resources Department will notify all City of Frisco employees of Personnel Policy changes and the location of updated policies. All City of Frisco employees are required to acknowledge both that they have

received notice of the updated or new Personnel Policies and their responsibility to review the updated and new Personnel Policies. If a question arises about a particular Personnel Policy, the official set of Personnel Policies maintained by the Human Resources Director controls.

The City Manager and Human Resources Director may interpret the Personnel Policies if a question is raised regarding the intent, application, or meaning of the policy. Further, the City Manager and Human Resources Director may utilize administrative practices and procedures required to enforce the Personnel Policies.

Employees are required to read the Personnel Policies carefully and to adhere to the rules and regulation stated therein. Failure of employees to comply with the Personnel Policies may result in adverse employment action up to, and including, suspension and/or termination from employment.