

# **PERSONNEL RULES & REGULATIONS MANUAL**

## **SECTION 200 MANAGEMENT AUTHORITY & RESPONSIBILITY**

### **Section 201. Responsibility for Administration**

The City Manager or designee shall have the responsibility for implementing the provisions of this Manual and the authority to issue regulations to administer provisions of this Manual. The City Manager shall also have the responsibility for establishing and modifying the classification and compensation plans and for the general supervision of the personnel system.

### **Section 202. City Manager's Open Door Policy**

The City Manager is available to any employee seeking to discuss work-related problems or concerns in an open and informal manner. When an employee has made a good faith effort to resolve challenges with their supervisor and/or Department Head and believes that their concerns have not been adequately addressed, they have the right to meet with the City Manager without fear of reprisal or retaliation.

### **Section 203. Human Resources Department**

The Human Resources Department shall:

- a. Have overall responsibility for establishing, maintaining, and coordinating personnel transactions and records management systems and procedures for all City employees consistent with state and federal laws.
- b. Advise and assist supervision/management on all City personnel transactions and records management systems and procedures related to personnel.

### **Section 204. Management and Supervision**

Management and supervision shall:

- a. Establish goals and provide leadership to employees for carrying out assigned tasks.
- b. Initiate personnel transactions for their employees, using forms prescribed by the Human Resources Department.
- c. Direct and supervise all operations, functions, and the work of the employees.
- d. Determine the place to report to work, to determine methods, processes, and manners of performing work.
- e. Establish and revise schedules of work.
- f. Assign shifts, work days, hours of work, and work locations.
- g. Designate, assign, or reassign all work duties.
- h. Evaluate the skill, ability, efficiency, and general work performance of employees.
- i. Take actions, as necessary, to carry out the mission of the City.

### **Section 205. Employees**

Employees shall be provided all pertinent personnel transactions that may affect their employment.

Each employee is required to notify supervision and/or the Human Resources Department of any changes which may affect his/her employment or benefit status. Examples of changes in personal status include, but are not limited to:

- a. Marital status.
- b. Dependent status.
- c. Legal name change.
- d. Change of beneficiaries.
- e. Physical limitation.
- f. Additional education, training, or certification.
- g. Revocation of license, permit certification, or other credentials required for the job.
- h. Changes of address or telephone number.

**Section 206. Personnel Records Retention**

Official personnel records will be retained for a period of time from date of receipt in compliance with federal, state, and local laws, and as the City Manager shall determine necessary. The Human Resources Department shall be the custodian of all official personnel records.