

CITY OF COMMERCE ADMINISTRATIVE POLICIES

PURPOSE AND DISCLAIMERS

1.0 PURPOSE

- 1.1 Purpose of Administrative Policies**
- 1.2 Disclaimers**
- 1.3 Organization of Administrative Policies**

2.0 POLICY

General Purpose: These policies are enacted by the City of Commerce in order to further the following goals:

- 2.1 To provide a uniform system of personnel administration throughout the City service.**
- 2.2 To ensure that recruitment, selection, placement, promotion, retention and separation of City employees are based upon employees' qualifications and fitness, and are in compliance with Federal and state laws.**
- 2.3 To assist managers in the development of sound management practices and procedures, and to make effective consistent use of human resources throughout the City.**
- 2.4 To promote communication between directors, supervisors, and employees.**
- 2.5 To ensure, protect and clarify the rights and responsibilities of employees.**
- 2.6 Scope: Except for wages, benefits and conditions of employment, these Administrative Policies will apply to all City employees except elected officials, the City Attorney and members of appointed boards and commissions.**
- 2.7 In the event of the amendment of any ordinance, rule or law incorporated in this document or upon which these provisions rely, these rules will be deemed amended in conformance with those changes.**
- 2.8 THE CITY SPECIFICALLY RESERVES THE RIGHT TO REPEAL, MODIFY OR AMEND THESE POLICIES AT ANY TIME, WITH OR WITHOUT NOTICE.**


2.9 NONE OF THESE PROVISIONS WILL BE DEEMED TO CREATE A VESTED CONTRACTUAL RIGHT IN ANY EMPLOYEE NOR TO LIMIT THE POWER OF THE CITY MANAGER TO REPEAL OR MODIFY THESE RULES.

2.10 THESE POLICIES ARE NOT TO BE INTERPRETED AS PROMISES OF SPECIFIC TREATMENT.

EFFECTIVE: 06-01-97

LAST REVISED: 09-20-94

CITY MANAGER APPROVAL:



A handwritten signature in cursive script, appearing to read "Roy M. King", is written over a solid horizontal line.

disclaim.adp