



POLICIES & PROCEDURES

CITY OF FLINT, MICHIGAN

PURPOSE AND DISCLAIMERS

PURPOSE: To outline the reason for these policies, assert a disclaimer, and provide for the general organization of city-wide policies and procedures.

STATEMENT OF POLICY: : These policies are enacted by the City of Flint in order to further the following goals:

1. To provide a uniform system of policy administration throughout the City service.
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.
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.
4. To promote communication between directors, supervisor, and employees.
5. To ensure, protect and clarify the rights and responsibilities of employees.

Scope: Except for wages, benefits and conditions of employment, these Personnel Policies and Procedures shall apply to all City employees except elected officials and independent contractors. In the event of conflict between these rules and any collective bargaining agreement, personnel services contract, City ordinance, Civil Service Commission rule, or state or federal law, the terms and conditions of that contract, rule or law shall prevail. In all other cases, these policies and procedures shall apply.

In the event of the amendment of any ordinance, rule or law incorporated in this document or upon which these provisions rely, these rules shall be deemed amended in conformance with those changes.

PURPOSE AND DISCLAIMERS continued

THE CITY OF FLIINT SPECIFICALLY RESERVES THE RIGHT TO REPEAL, MODIFY OR AMEND THESE POLICIES AT ANY TIME, WITH OR WITHOUT NOTICE. NONE OF THESE PROVISIONS SHALL BE DEEMED TO CREATE A VESTED CONTRACTUAL RIGHT IN ANY EMPLOYEE NOR TO LIMIT THE POWER OF THE MAYOR OR COUNCIL TO REPEAL OR MODIFY THESE RULES. THE POLICIES ARE NOT TO BE INTERPRETED AS PROMISES OF SPECIFIC TREATMENT

ISSUED:

DATE:

APPROVAL:

LAST REVISED: