

DISCLAIMER

SECTION: 0

CATEGORY: GENERAL

A. EMPLOYMENT DISCLAIMER

These guidelines have been prepared to provide employees and management with information covering some aspects of their employment and to answer many questions they might have concerning their individual jobs and Tooele City Corporation processes.

These guidelines are presented as a matter of information only and cannot and do not describe all circumstances and situations in which Tooele City Corporation employees might find themselves, nor can they or do they describe all policies, procedures, and practices that might affect the employment relationship. If at any time an employee has questions or concerns about these guidelines or any other aspect of his or her employment, the employee is responsible for contacting a supervisor or manager for clarification. If at any time a manager has questions or concerns about these guidelines or any other aspect of his or her employment, he or she is responsible for contacting the director of human resources or the Mayor.

B. APPLICABILITY OF PRIOR POLICIES, PROCEDURES, OR GUIDELINES

The following guidelines supersede all prior Tooele City Corporation policies, procedures, and practices and all other statements or commitments, oral or written, concerning the terms and conditions of Tooele City Corporation employees' employment, other than those contained in a contract duly signed by the City Council, the employee, and the Mayor. Tooele City Corporation reserves the right to change, replace, withdraw, or deviate from any or all of the following guidelines as deemed by management, in its sole discretion, to be necessary or otherwise appropriate. Such actions may be done without prior notice to the affected employee(s).