

ABOUT THIS MANUAL

Revised December 2008

SECTION: 0

A. PURPOSE OF MANUAL

The policies and procedures that comprise this Manual have been prepared to provide employees and management with information covering issues that are common throughout the workforce and to answer many questions regarding employment with Tooele City Corporation. This Manual cannot and does not address all circumstances and situations in which Tooele City Corporation employees might find themselves, nor does it describe all policies, procedures, and practices that might affect the employment relationship.

B. ORGANIZATION OF MANUAL

This Manual is divided into Sections covering main topics. Each Section is divided into various Parts. For example, this is Tooele City Personnel Policies and Procedures Manual, Section 0: Disclaimer, Part B. Pages are numbered first according to the Section number and then each page within that Section. For example, this is page 0-1 meaning page 1 of Section 0.

C. QUESTIONS REGARDING POLICIES AND PROCEDURES

Tooele City believes it is important to notify employees of any changes to the policies and procedures in this Manual. Various methods are used to keep employees informed of changes including, but not limited to, posting the most recent revisions of policies on the City website, e-mailing notices of change, and/or disseminating revised hard copies. Employees are encouraged to reference the Tooele City website at www.tooelecity.org for the most current policy. If an employee has questions or concerns about these policies and procedures the employee is responsible for contacting his/her supervisor or department head for clarification.

D. APPLICABILITY OF PRIOR POLICIES, PROCEDURES, OR GUIDELINES

1. The policies and procedures in this Manual, 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 employee and the Mayor, and duly authorized by the City Council.
2. Tooele City Corporation reserves the right to change, replace, withdraw, or deviate from any or all of the following policies and procedures as deemed by the Mayor to be necessary or otherwise appropriate for the efficient operation of City government. Such actions may be done without prior notice to the affected employee(s).