



CITY OF WATAUGA – PERSONNEL, ADMINISTRATION AND FINANCIAL POLICIES AND PROCEDURES MANUAL

POLICY TITLE	Policies and Procedures Instructions
INITIAL EFFECTIVE DATE	April 27, 2015
LAST REVISION DATE	Replaces <i>Section 1.1, 1.2 and 1.3 (partially)</i> of the Personnel, Administration and Financial Policies and Procedures Manual approved on February 24, 2014.
POLICY NUMBER	1.01

OBJECTIVE The purpose of the Administration and Financial Policies and Procedures Manual (herein referred to as "Manual") is to provide employees, supervisors and department directors with a permanent, written source of information regarding the policies, procedures, and administrative directives of the City of Watauga.

SCOPE The policies contained in this Manual apply to all regular full-time, regular part-time, temporary, and seasonal employees who work for the City of Watauga. Police Officers and Fire Fighters are subject to the applicable provisions of Texas Local Government Code Chapter 143, the Rules of the City of Watauga Firefighters and Police Officers Civil Service Commission, and the general and special orders of the Police and Fire Departments, which may incorporate some or all of the provisions of this policy.

POLICY

A. Disclaimer of Contractual Terms

THE CONTENTS OF THIS MANUAL DO NOT IN ANY WAY CONSTITUTE THE TERMS OF A CONTRACT OF EMPLOYMENT AND SHOULD NOT BE CONSTRUED AS A GUARANTEE OF CONTINUED EMPLOYMENT WITH THE CITY OF WATAUGA. EMPLOYMENT WITH THE CITY OF WATAUGA IS ON AN AT WILL BASIS. THIS MEANS THAT THE EMPLOYMENT RELATIONSHIP MAY BE TERMINATED AT ANY TIME BY EITHER THE CITY OR THE EMPLOYEE FOR ANY REASON NOT EXPRESSLY PROHIBITED BY LAW. ANY ORAL OR WRITTEN STATEMENTS BY ANYONE, EXCEPT INDIVIDUAL WRITTEN EMPLOYMENT AGREEMENTS SPECIFICALLY AUTHORIZED BY THE CITY COUNCIL, TO THE CONTRARY ARE INVALID AND SHOULD NOT BE RELIED UPON BY ANY PROSPECTIVE OR EXISTING EMPLOYEE. CIVIL SERVICE EMPLOYEES ARE GOVERNED UNDER TEXAS LOCAL GOVERNMENT CHAPTER 143 AND THE RULES OF THE CITY OF WATAUGA FIREFIGHTERS AND POLICE OFFICERS CIVIL SERVICE COMMISSION. THE CITY OF WATAUGA RESERVES THE RIGHT TO ALTER OR AMEND THE CONTENTS OF THIS MANUAL AT ANY TIME WITHOUT NOTICE.

B. Relationship to the City of Watauga's Code of Ordinance and City Charter

Every effort will be made to ensure that policies and procedures are consistent with the Code of Ordinances and the Charter of the City of Watauga, Texas. If, however, there is any discrepancy, the Municipal Code shall apply. Any person finding discrepancies should notify the Human Resources Department immediately.

C. Objectives

The objectives of the Policies and Procedures manual are:

1. To establish standardized policies, procedures, and directives on issues that apply to all departments and divisions of the City.
2. To reduce questions about policies, procedures, and directives by having them readily available for reference.
3. To ensure that policies, procedures, and directives are kept current by periodic updates of this manual.

D. Applicability

1. This manual applies to all City employees.
2. An "employee" is any person hired by the City.
3. A person on retainer or under contract is not considered to be a City employee in the absence of a specific agreement to that effect. City Council Members, Board, Committee, Commission members, and volunteers are not considered City employees.
4. The City of Watauga Charter provides hiring and termination provisions for the City Manager position and several other positions in the City. Removal of individuals in positions requiring City Council authorization does not require just cause.

E. Distribution of the Manual

1. All new or revised policies, procedures, and administrative directives will be distributed from the Human Resources Department following approval by the City Council.
2. A policy, procedure, or administrative directive shall not be considered official unless (1) it has been distributed under a cover memorandum signed by the Director of Human Resources, and (2) it has been given an effective date.
3. Existing policies, procedures and administrative directives will be available on the City's Human Resources page at www.wataugatx.org

F. Authority over the Manual

1. It is the policy of the City of Watauga, pursuant to the City Charter, that the general and final authority for personnel administration rests with the City Manager, with the

exception of matters reserved to City Council by Federal law, State law, or the City Charter.

2. All changes to the Manual must be approved by resolution of the City Council.
3. The City Manager has the discretion to authorize minor exceptions, variances or supplements to the Personnel, Administration and Financial Policies and Procedures Manual where such minor exceptions, variances or supplements do not conflict with federal law, state law, or the City of Watauga Home Rule Charter and Code of Ordinances. Any minor exceptions, variances or supplements authorized by the City Manager must be reported to the City Council by the next regularly scheduled City Council meeting and a record of such minor exceptions, variances, or supplements must be maintained in the Office of the City Secretary.
4. Department Heads may supplement these rules to address specific needs within their departments provided written notice is given to all employees of the department and approval is given by the City Manager or his/her designee.