

RESOLUTION NUMBER 13-11

A RESOLUTION OF THE DRAPER CITY COUNCIL AMENDING SECTION 1010 – INTRODUCTION TO THE MANUAL OF THE PERSONNEL POLICIES AND PROCEDURES MANUAL

WHEREAS, the City Council from time to time reviews, amends and adopts personnel policies and procedures to assist in the efficient utilization of scarce City resources and the fair and uniform application of requirements regarding City operations and City employees; and

WHEREAS, the City Council has reviewed Section 1010 and has determined a need to amend the Introduction to the Manual Policy; and

WHEREAS, the City Council finds the amendment of this policy is in the best interest of Draper City and the employees of Draper City.

NOW, THEREFORE, be it resolved by the City Council of Draper City, State of Utah as follows:

**Section 1. Amendment.** The Draper City Council hereby amends and adopts Section 1010 of the Personnel Policies and Procedures Manual to read as attached hereto as Exhibit "A."

**Section 2. Severability.** If any section, part or provision of this Resolution is held invalid or unenforceable, such invalidity or unenforceability shall not affect any other portion of this Resolution, and all sections, parts and provisions of this Resolution shall be severable.

**Section 3. Effective Date.** This resolution shall become effective immediately upon passage by the City Council.

PASSED AND ADOPTED BY THE CITY COUNCIL OF DRAPER CITY, STATE OF UTAH, THIS 5<sup>th</sup> DAY OF MARCH, 2013.



DRAPER CITY

BY: Harrell Smith  
Draper City Mayor

ATTEST:

Tracy Brown  
Draper City Recorder

REPORT OF THE BOARD OF SUPERVISORS

FOR THE YEAR ENDING DECEMBER 31, 1978

The Board of Supervisors has the honor to present to you the report of the City of Fresno for the year ending December 31, 1978. This report is a summary of the activities of the City of Fresno during the year and is intended to provide you with a general overview of the City's operations.

The City of Fresno is a city of approximately 450,000 people and is the largest city in the Central Valley of California. The City is a member of the Central Valley Regional Council of Governments and is a part of the Central Valley Metropolitan Area.

The City of Fresno is a city of diverse people and interests. The City is a city of opportunity and growth and is a city that is committed to the well-being of its citizens.

The City of Fresno is a city that is committed to the well-being of its citizens and to the growth and development of the City. The City is a city that is committed to the well-being of its citizens and to the growth and development of the City.

The City of Fresno is a city that is committed to the well-being of its citizens and to the growth and development of the City. The City is a city that is committed to the well-being of its citizens and to the growth and development of the City.

The City of Fresno is a city that is committed to the well-being of its citizens and to the growth and development of the City. The City is a city that is committed to the well-being of its citizens and to the growth and development of the City.

The City of Fresno is a city that is committed to the well-being of its citizens and to the growth and development of the City. The City is a city that is committed to the well-being of its citizens and to the growth and development of the City.

The City of Fresno is a city that is committed to the well-being of its citizens and to the growth and development of the City. The City is a city that is committed to the well-being of its citizens and to the growth and development of the City.

RESPECTFULLY,  
[Signature]  
[Title]



FOR THE BOARD OF SUPERVISORS,  
[Signature]

# EXHIBIT "A"

## CHAPTER 1000 INTRODUCTION

---

### Section 1010 – INTRODUCTION TO THE PERSONNEL POLICIES AND PROCEDURES MANUAL

---

#### General Policy Statement:

Our employees are our most valuable resource. ~~Therefore, this manual was written to provide a framework to guide Department Heads' actions and to inform employees of their rights and responsibilities.~~ The City of Draper is committed to providing exceptional service to the citizens, businesses and other organizations that are a part of our community. The City is committed to fostering a work environment committed to respect, contribution and professionalism. Through the personnel policies and procedures contained in this manual, the City desires to promote consistency and fairness in employee/employer relationships, enhance employee performance, and protect the City's legal interests.

#### Guidelines Statement of Purposes:

- ~~1. Purpose of the Personnel Policies and Procedures Manual Summary.~~ The Personnel Policies and Procedures Manual manual is the City's ~~guide and general summary~~ compilation of Human Resource policies. Through the manual the City identifies the ~~we hope to provide an understanding of~~ City's philosophy and interests, promotes consistency and fairness in employee/employer relationships, enhances employee performance, and protects the City's legal interests.
- ~~2. General Guidelines. The manual contains general information and guidelines. It is not intended to be comprehensive or to deal with all possible applications and detailed specifics of City policies and procedures. Some policies outlined here (such as Benefit and Retirement Plans) are described in other official documents not included in this manual. These documents are controlling and should be reviewed when specific questions arise.~~
- ~~3.~~2. City's Right to Modify or Discontinue Policies. ~~Our~~ The City's business environment changes frequently and quickly. The City reserves the right to unilaterally alter, amend, except or revoke any policy, practice or procedure set forth herein in its sole discretion. All amendments shall be adopted by resolution of the City Council.
- ~~4.~~3. Department Head Responsibilities. It is important that Department Heads review the manual, become familiar with its policies, ask questions, and utilize it as may be appropriate. Our goal is that these policies will promote sound management practices and the success of each member of our organization. This manual is Draper City property and is intended for use ~~as a reference~~ inside ~~our~~ the City's organization.
- ~~5.~~4. Employees' Acknowledgment. All City employees ~~are responsible to~~ shall be aware of and adhere to all the provisions of this manual and the policies and procedures set forth herein and any amendments hereto. Each employee shall sign ~~at the time of hire~~ and submit to the City an Acknowledgment Form, as provided by the City, attesting to the fact that he or she has had an opportunity to read and understand the provisions set forth herein. The ~~copy of the Personnel Manual~~ manual shall be available ~~in to~~ employees, Department Heads and supervisors to access on the ~~each Department and on the~~ City's Network System, in the Human Resources Department and within their department.
- ~~6.~~5. ~~Disclaimer~~ No Contract. The information contained herein and any amendments or alterations hereto do not constitute a contract or agreement of any kind between the City and its employees ~~or any third party~~. No person other than the City Manager, with the advice and consent of the City Council, shall enter into an employment agreement with any person inconsistent with the provisions herein. The information and policies contained herein shall not constitute or create any rights in or obligations to any persons or parties other than to the City and its employees. Nothing herein shall be construed to limit the City's right to discharge an employee or to create any other obligation or liability on the City. ~~If any department policies, procedures or directives whether written or verbal, are in conflict with or are inconsistent with this manual, such department policies, procedures or directives to the extent of such conflict or inconsistency are superseded by this manual.~~
- ~~7.~~6. City Manager Delegation Authority. Except as otherwise required by law or as directed by the City Council, the City Manager shall perform the administrative duties and responsibilities of the City regarding personnel matters and the administration of the policies contained herein. ~~Except in the case of appointments, hiring, promotions, transfers, reclassifications, suspensions or dismissals, the~~ The City Manager may delegate such administrative duties and responsibilities to the Human Resources Director, Department Heads or other designees as deemed appropriate and permitted by law, City policies, or ordinances.
7. Saving Clause. Invalidation of any part, portion or section of the policies and procedures contained in this manual shall not affect the validity of the other parts, portions or sections.