

## **ABOUT THIS MANUAL**

Revised March 2011

SECTION: 0

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### **A. PURPOSE OF MANUAL**

1. The policies and procedures that comprise this Manual have been prepared to comply with posting and notice requirements pertaining to various employment laws, to provide information regarding employment with Tooele City Corporation, and to communicate many of Tooele City's desired goals and expectations relating to our workforce.
2. Employment with Tooele City is subject to City ordinances, policies, practices, and procedures as well as state law, federal law, and constitutional limitations on the City as a governmental entity. This Manual does not limit, affect, or alter any legal or constitutional rights the City or its employees may have.
3. 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. NOT A CONTRACT**

Employees have no contractual rights, either express or implied, except as contained in the Tooele City Charter, this Manual, or by a written contract signed by the employee and the Mayor.

### **C. 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.

### **D. EMPLOYEES RESPONSIBILITY TO BE FAMILIAR WITH MANUAL**

Employees are responsible for reading and being familiar with the contents of this Manual. Various methods are used to keep employees informed of changes to this Manual including, but not limited to: posting the policies on the City website, e-mailing notices of changes, and/or disseminating revised copies. Employees are encouraged to reference the Tooele City website at [www.tooelecity.org](http://www.tooelecity.org) for the most current version.