

## AMENDMENT OF POLICIES AND PROCEDURES

Revised March 2011

SECTION: 40

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### A. CITY'S RIGHT TO AMEND

Tooele City reserves the right to add or change any or all policies contained in this Manual pursuant to this Section. Although Tooele City desires to openly communicate with employees and provide advanced notice of proposed changes, such changes may be done without prior notice to the affected employee(s) when deemed necessary or otherwise appropriate for the efficient operation of the City.

### B. AMENDMENT PROCEDURE

1. **Recommendation.** The Tooele City Personnel Policies and Procedures Recommendation Committee may propose an amendment if approved by the two-thirds vote of the Committee members. The Policies and Procedures Recommendation Committee consists of the appointed administrative department heads and the Mayor or Mayor's designee.
2. **Mayoral Approval.** The amendments are then presented to the Mayor for consideration. The Mayor will recommend that the amendment be returned for re-evaluation by the Recommendation Committee or forwarded to the Council for consideration.
3. **Council Approval.** The amendments are then presented to the City Council for consideration. To become effective, the City Council must approve, by ordinance, any amendment to the Tooele City Personnel Policies and Procedures Manual. Amendments may be approved with a retroactive effective date.

### C. APPLICABILITY OF PRIOR POLICIES, PROCEDURES, OR PRACTICES

When amended pursuant to this Section, the policies and procedures in this Manual, as amended, supersede all prior Tooele City Corporation policies, procedures, or practices, and all other statements or commitments, oral or written, either express or implied except for those contained in a written contract signed by the employee and the Mayor.