

SECTION I: GENERAL POLICIES

1. **EMPLOYEE RESPONSIBILITY.** Tremonton City employees shall read, understand, and follow the Personnel Policies and Procedures contained in this manual, including the Appendix. Tremonton City Reserves the right to change any of its policies and/or procedures at any time in the future for any reason. Employees shall read, understand, and follow the amendments and changes to the Tremonton City Personnel Policies and Procedures. Tremonton City maintains the most current Personnel Policies and Procedures on the City's website. Employees shall sign and return the Policy Statement and Acknowledgement Form contained in Appendix Number 1 to the HR/Payroll Clerk.
2. **NO MODIFICATION BY AGREEMENT.** No employee, officer, agent, or other representative of Tremonton City has any authority to enter into any agreement for employment for any specified period of time or to make any agreement of representation, verbally or in writing, which alters, amends, or contradicts the provisions of this Personnel Policies and Procedures Manual, unless an agreement is approved by the City Council.
3. **NO EXPLICIT OR IMPLIED CONTRACT.** This Personnel Policies and Procedures Manual is not, and shall not, be construed as an explicit or implied contract, shall not modify an existing employment at-will status or any employee, and shall not create any due process requirement in excess of Federal or State constitutional or statutory requirements.
4. **EQUAL EMPLOYMENT OPPORTUNITY (EEO).** It is the policy of Tremonton City to comply with Federal and State Equal Employment Opportunity. It is the obligation of each officer, manager, supervisor, and employee of Tremonton City to conduct themselves in conformity with the principle of Equal Employment Opportunity at all times and in all phases of personnel administration, which include, but are not limited to: job structuring, recruitment, examination, selection, appointment, hiring, placement, training, promotion, upward mobility, discipline, demotion, transfer, layoff, termination, wages, etc., without unlawful regard to race, color, religion, sex, age, physical or mental disability, national origin, or veteran's status and all other protected classes.

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