

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 Director.
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.
5. **SEVERABILITY.** In the event that any term or provision of the Tremonton City Policy and Procedural Manual is declared illegal, invalid or unenforceable by any court or any federal or state government agency or law, the remaining terms and provisions that are not affected shall remain in full force and effect.
6. **EMPLOYEES' SUGGESTED AMENDMENTS.** Department Heads and employee may suggest amendments to the Tremonton City Personnel Policy and Procedural Manual for consideration by forwarding their written suggestions to the Human Resource Director or City Manager. The Human Resource Director and City Manager shall evaluate the suggested amendment and if good cause is determined a formal amendment of the proposed change shall be drafted for City Council consideration. If the Human Resource

Director or City Manager does not find good cause for further consideration the employee shall be notified.

7. LEXIPOL PUBLIC SAFETY MANUALS. There is significant liability and risk for employees engaged in providing public safety services. These liabilities and risks may be reduced when public safety employees follow current and legally reviewed policies and procedures specific to public safety activities. Tremonton City has elected to use Lexipol's template policies for the Police and Fire Departments. Lexipol template policies are created based upon federal and state law for law enforcement and fire services. Additionally, Lexipol's template policies are kept current in response to legislative mandates, case law and the evolution of best practices in public safety. The Lexipol template policy manuals are customizable to accommodate adjustments to the policy manual specific to Tremonton City Police Department and Fire Department.

The Lexipol policies for the Police and Fire Departments are authorized and sanctioned by the City Council for use as an additional employee personnel and policy manual for the employees of Tremonton City Police and Fire Departments. The Tremonton City Council expressly grants authority to the Police Chief, Fire Chief, Human Resource Director, and City Manager to customize and amend Lexipol's template policies without the City Council's review and approve. Public safety employee's violation of an Lexipol policies constitute misconduct by which employees may be disciplined including but not limited to termination of employment.