

SECTION 1 GENERAL PROVISIONS

The information contained in this handbook was prepared to give employees a better understanding of the responsibilities and obligations of employment with the City. Employees should read, understand, and comply with all provisions of this manual. This handbook is not intended to and does not provide an exhaustive listing of every employment policy and procedure.

1-01 ADMINISTRATION

- 1-01 (1) The policies and procedures contained in this manual, which supersede all prior policies and procedures, may, and likely will, be changed from time to time as the City deems appropriate. As such, the City of Logan reserves the right to revise, supplement, or rescind any policy or portion of a policy.

- 1-01 (2) A current and complete copy of the Employee Handbook is available to all employees on the City’s Intranet (“Employee Net”) in digital format, and is also available for review in hard copy, in the office of each Department Head, in the Recorder’s Office, and in the Human Resource Department.

- 1-01 (3) No one other than the Mayor has the authority to enter into any agreement, oral or written, with any individual, for employment of any specified period of time. Any such agreements with the Mayor must be an individual agreement in writing and signed by the Mayor.

- 1-01 (4) The City of Logan encourages and enforces fair employment practices by protecting the civil rights of all employees.

- 1-01 (5) The City of Logan is defined as a City of Second Class in the Utah State statutes and has a Civil Service Commission. Civil Service employees are subject to City personnel policies. In the event of a conflict between the Civil Service Rules and Regulations and the City personnel policies, the Civil Service Rules shall govern.

- 1-01 (6) Departments may implement policies and procedures in addition to the policies and procedures in this handbook that should be followed and adhered to respectively. However, should there be a conflict, the Employee Handbook will govern.

1-02 POLICIES AND PROCEDURES DO NOT CONSTITUTE A CONTRACT

- 1-02 (1) The policies and procedures stated in this manual and in other personnel statements or materials issued by the City do not create a binding, expressed or implied contract, agreement, or other obligation or liability on the part of the City.