


# **Part 1. General Provisions**

	<b>CITY OF BELVEDERE – ADMINISTRATIVE POLICY MANUAL</b>  <b>POLICY 1.1</b> <b>GENERAL PROVISIONS</b>		
	<b>Adoption Date:</b>	1/10/2006	<b>Adopted by:</b>
<b>Revised Date:</b>	3/11/2019	<b>Revised by:</b>	City Council Resolution No. 2019-04
<b>Authority:</b>	City Council		

**1.1.1 OFFICIAL MANUAL ADOPTED BY THE CITY OF BELVEDERE**

This Administrative Policy Manual, as adopted and amended by City Council resolution, contains a compilation of official policies for various administrative functions of the City, as well as the official policies, rules and procedures regarding City personnel.

**1.1.2 INJURY AND ILLNESS PREVENTION PROGRAM**

The City of Belvedere Injury and Illness Prevention Program, as adopted and amended by the City of Belvedere Personnel Safety and Risk Management Committee, contains the official policies, rules, and procedures regarding the City’s personnel safety program.

**1.1.3 GOVERNANCE**

In accepting employment with the City of Belvedere, each employee agrees to be governed by and to comply with these administrative rules and procedures and by the regulations and directives of the department in which he/she is employed. All employees holding a position in the municipal service on the effective date of this manual shall thereafter be subject to the provisions herein.

**1.1.4 SEVERABILITY**

Should any provision contained in this manual be rendered or declared invalid by reason of any state or federal legislation, court action, or emergency situation, such invalidation so declared shall not invalidate the remaining portion of this manual, which shall remain in full force and effect.