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# CITY OF KETTERING — ADMINISTRATIVE POLICIES

## PERSONNEL POLICIES & PROCEDURES

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8/06

### Policy No. 1001: Policy Modifications

#### A. General Provisions

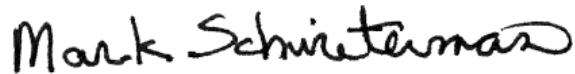
1. Department Directors may formulate policies and procedures which address special concerns but which meet with the intent of these Personnel Policies and Procedures.
2. Those departmental policies which deviate from the procedures or intent of these Personnel Policies and Procedures are to be forwarded to the City Manager through the Director of Human Resources for approval.

The City Manager hereby delegates the appropriate responsibility and authority to administer this Policy to the City's Assistant City Managers and Department Directors.

Approved:

9/18/06

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Date

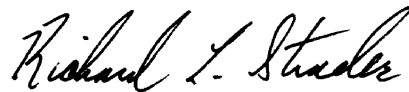


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Mark Schwieterman  
City Manager

Issued:

10/27/06

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Date



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Richard L. Strader  
Director of Human Resources