



ADMINISTRATIVE PERSONNEL POLICIES AND PROCEDURES Policy No. 1001: POLICY MODIFICATIONS

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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 Manager and Department Directors.

Approved:

11/11/22
Date

Mark Schwieterman
Mark Schwieterman
City Manager

Issued:

11.14.2022
Date

Jenny Smith
Jenny Smith
Director of Human Resources