



ADMINISTRATIVE PERSONNEL POLICIES AND PROCEDURES INTRODUCTION

Introduction

These Personnel Policies and Procedures are administrative guidelines and do not create a contract of employment. Employment may be terminated “at will” either by the City or by the employee, at any time for any reason, subject to applicable City of Kettering Civil Service Rules and bargaining agreements. No one except the City Manager or Acting City Manager has the authority to revise these Personnel Policies and Procedures. These Personnel Policies & Procedures may be revised, at any time, at the discretion of the City Manager or Acting City Manager. Revisions may only be made in writing. Should it be determined that any Federal, State or City law, regulation, Charter or ordinance, or any City of Kettering Civil Service Rule or collective bargaining agreement is in conflict with any portion of these Personnel Policies and Procedures, only that portion of these Policies & Procedures shall be invalid, and the remainder shall remain in full force and effect.