

CHAPTER I

GENERAL PROVISIONS

Policy 1.1. APPLICABILITY OF THE PERSONNEL POLICIES AND PROCEDURES

- A. SUBJECT. General provisions regarding applicability of personnel rules to Town of Howey-in-the-Hills employees.
- B. PURPOSE.
1. These policies and procedures are enacted by the Town of Howey-in-the-Hills in order to further the following goals:
 - a. To provide a uniform system of personnel administration throughout the Town service.
 - b. To ensure that recruitment, selection, placement, promotion, retention and separation of Town employees are based upon employee's qualifications, and are in compliance with federal and state laws.
 - c. To assist the Town Mayor and the Department Directors in the development of sound management practices and procedures, and to make effective consistent use of Human Resources throughout the Town.
 - d. To promote communication between directors, supervisors, and employees.
 - e. To ensure, protect and clarify the rights and responsibilities of employees.
 2. Unless otherwise noted in the text of a particular policy, these policies and procedures shall apply to all Town employees.
 3. The Town specifically reserves the right to repeal, modify or amend these policies at any time with or without prior notice.
- C. POLICY. It is the policy of the Town that all employees adhere to the Town's Personnel Policies and Procedures except as provided herein. It is the Town's policy that all employees serve at the **WILL OF THE TOWN**. The Personnel Policies and Procedures provide a set of guidelines that will promote equal, non-discriminatory treatment of all employees and provide an understanding of these obligations and benefits of Town employment as long as it continues.
- D. PROCEDURE.
1. All employees to whom these rules are applicable shall comply with the requirements of these Personnel Policies and Procedures.

Policy 1.2. AMENDMENTS OF THE PERSONNEL POLICIES AND PROCEDURES

- A. SUBJECT: Amendment of the Personnel Policies and Procedures
- B. PURPOSE: To provide a uniform method for amending the Personnel Policies and Procedures.
- C. POLICY: In order to promote the uniform application of the Personnel Policies and Procedures, there needs to be a uniform procedure for adoption and amendment of the policies and procedures.
- D. PROCEDURE:
1. Amendments to these rules may be proposed by the Mayor and/or Town Council

and adopted by a Resolution of the Town Council.

2. The Personnel Policies and Procedures will become effective as prescribed in the resolution.

If the resolution does not include the effective date, then it shall be 30 days after the date of passage of the resolution.

3. In the event of the amendment of any ordinance, rule or law incorporated in this document or upon which these provisions rely, these rules shall be deemed amended in conformance with those changes.
4. Amendments will be disseminated to all employees within a reasonable amount of time, which is normally 15 days of the effective date of the amendment.

Policy 1.3. CONSTRUCTION OF THE RULES

- A. SUBJECT. Construction of the personnel rules.
- B. PURPOSE. To provide a uniform method for construction of the personnel rules.
- C. POLICY. Uniform construction of the personnel rules promotes equal, and non-discriminatory treatment to employees of the Town because it allows rules to be applied in the same manner to all employees.
- D. PROCEDURE.
 1. **In the event of any conflict between these Personnel Rules and Regulations and the Town Charter, the provisions of the Town Charter shall prevail.**
 2. In the event of conflict between these rules and any Town Ordinance, State, or Federal law or regulation, the terms and conditions of the ordinance or State or Federal law or regulation shall prevail. In all other cases, these policies and procedures shall apply.
 3. If any ordinance, rule or law incorporated into the policies and procedures of the Town of Howey-in-the-Hills is amended, then these policies and provisions shall be deemed amended in conformance with that change.

CHAPTER II