

TOWN OF PROSPER PERSONNEL POLICIES AND PROCEDURES MANUAL	REFERENCE NO. 1.01 PAGE NO. 1 of 1
Chapter 1: INTRODUCTION AND INSTRUCTION	INITIAL EFFECTIVE DATE: 10-01-2008
Title: PURPOSE AND OBJECTIVES	LAST REVISION DATE:

I. Purpose

The purpose of the Town of Prosper Personnel Policies and Procedures Manual is to provide department directors, supervisors, and employees with a written source of information about the policies, procedures, and administrative directives of the Town of Prosper.

II. Objectives

The objectives of the Town of Prosper Personnel Policies and Procedures Manual are:

- To promote good and uniform personnel practices and administration in the management of the Town's human resources.
- To reduce questions about policies, procedures, and directives by having them readily available for reference.
- To promote high morale by the consistent administration of policies, procedures and directives, and through consideration of the rights and interests of all employees.
- To ensure that policies, procedures and directives are kept current by periodic updates of this manual.

III. Relationship to the Code of Ordinances of the Town of Prosper, Texas

Every effort will be made to ensure that policies and procedures are consistent with the Code of Ordinances of the Town of Prosper, Texas. If, however, there is any discrepancy, the Municipal Code shall apply. Any person finding discrepancies should notify the Human Resources Department immediately.

THE CONTENTS OF THIS MANUAL DO NOT IN ANY WAY CONSTITUTE THE TERMS OF A CONTRACT OF EMPLOYMENT AND WILL NOT BE CONSTRUED AS A GUARANTEE OF CONTINUED EMPLOYMENT WITH THE TOWN OF PROSPER.

THE TOWN OF PROSPER RESERVES THE RIGHT TO ALTER OR AMEND THE CONTENTS OF THIS MANUAL AT ANY TIME WITH OR WITHOUT NOTICE.

TOWN OF PROSPER PERSONNEL POLICIES AND PROCEDURES MANUAL	REFERENCE NO. 1.02 PAGE NO. 1 of 1
Chapter 1: INTRODUCTION AND INSTRUCTION	INITIAL EFFECTIVE DATE: 10-01-2008
Title: MANAGEMENT AUTHORITY	LAST REVISION DATE: 10-01-2009

General and final authority for personnel administration rests with the Town Manager, with the exception of matters reserved to the Town Council by State law or the Town Charter

I. Management Authority

- A) The Town may modify, revoke, suspend, interpret, terminate, or change any or all of its policies and procedures, in whole or in part, at any time. The issuance of this policies and procedures manual does not constitute a contract between the Town and its employees for any duration of employment. There is no specified length of employment, and either the Town or the employee can terminate the employment relationship at any time, for any reason.
- B) Policy administration rests with Town management and Town management reserves sole authority to administer Town operations.

II. Department Policy and Procedural Requirements

Individual Town departments may develop policies and procedures that are consistent with Town policies and procedures. Department policies and procedures that are operational and that do not relate to those in this manual, or other approved operational manuals, do not need to be reviewed and approved by the Town Manager or Designee. All others, however, are subject to approval by the Town Manager or Designee. Department Directors are responsible for obtaining the necessary review and approval prior to issuing such departmental policies and procedures. Department policies and procedures will not become effective unless they have been reviewed and approved in accordance with this policy.

III. Miscellaneous

- A) Policies and procedures apply to all employees of the Town, both on and off duty where applicable, unless otherwise indicated, restricted by proper authority, or prohibited by State and/or Federal law.
- B) Only the Town Manager has the authority to enter into an employment agreement, promise, or commitment contrary to these policies and procedures.
- C) Any statement in a policy and/or procedure found to be illegal, incorrect, and/or inapplicable will not affect the validity and intent of the remaining content of such policy or procedure.
- D) Titles utilized do no govern, limit, modify, or affect the scope of meaning or intent of any provision.
- E) Any conflicts, questions, or ambiguities in Town or departmental policies and procedures will be decided by the Town Manager.
- F) The Town Manager may delegate rights and powers granted under these policies and procedures to the Director of Human Resources or to others as deemed appropriate at the Town Manger's sole discretion.

TOWN OF PROSPER PERSONNEL POLICIES AND PROCEDURES MANUAL	REFERENCE NO. 1.03 PAGE NO. 1 of 1
Chapter 1: INTRODUCTION AND INSTRUCTION	INITIAL EFFECTIVE DATE: 10-01-2008
Title: APPLICATION OF POLICIES AND PROCEDURES	LAST REVISION DATE:

It is the goal of the Town of Prosper to apply the policies and procedures contained in this manual consistently and uniformly to all Town employees, provided that the provisions may be varied by the Town Manager when determined to be in the Town's best interest, including in the case of an employee with a written employment agreement approved by the Town Manager or the Town Council. All employees must become familiar with and abide by these policies and procedures. The Town reserves the right to revise or rescind any policy or procedure at any time. The Town also reserves the right to make final decisions as to the interpretation and intent of all information contained in the Town of Prosper Personnel Policies and Procedures Manual.

TOWN OF PROSPER PERSONNEL POLICIES AND PROCEDURES MANUAL	REFERENCE NO. 1.04 PAGE NO. 1 of 1
Chapter 1: INTRODUCTION AND INSTRUCTION	INITIAL EFFECTIVE DATE: 10-01-2008
Title: AT-WILL EMPLOYMENT	LAST REVISION DATE:

Employment with the Town of Prosper is for no fixed or definite term. All employment by the Town has been and continues to be at-will, except for those positions that may have a written contract for a specific term approved by the Town Council. That means that both the employee and/or the Town have the right to terminate employment at any time, with or without notice, and with or without cause. The Town of Prosper Personnel Policies and Procedures Manual does not constitute a contract of employment. Nothing in this manual is intended to alter the continuing at-will status of employment with the Town.

Although adherence to Town policies and procedures is considered a condition of continued employment, nothing in these policies alters an employee's status and shall not constitute nor be deemed a contract or promise of employment. Employees remain free to resign their employment at any time for any or no reason, without notice, and the Town retains the right to terminate any employee at any time, for any or no reason.



AT-WILL EMPLOYMENT

Town of Prosper Personnel Policies and Procedures Manual, Reference No. 1.04F-1

Employment with the Town of Prosper is for no fixed or definite term. All employment by the Town has been and continues to be at-will, except for those positions that may have a written contract approved by the Town Manager or the Town Council. That means that both the employee and/or the Town have the right to terminate employment at any time, with or without notice, and with or without cause. The Town of Prosper Personnel Policies and Procedures Manual does not constitute a contract of employment and nothing in the manual is intended to alter the continuing at-will status of employment with the Town.

Although adherence to Town policies and procedures is considered a condition of continued employment, nothing in these policies alters an employee's status and shall not constitute nor be deemed a contract or promise of employment. Employees remain free to resign their employment at any time for any or no reason, without notice, and the Town retains the right to terminate any employee at any time, for any or no reason.

The successful completion of a probationary period does not create a contract of employment or guarantee employment for any specific duration or as establishing a "just cause" disciplinary or termination standard. The employee remains at all times "at-will" as described above.

Acknowledgement:

Employee Signature

Date

Employee Name (printed)

Please return to Human Resources Department for filing.

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Chapter 1: INTRODUCTION AND INSTRUCTION	INITIAL EFFECTIVE DATE: 10-01-2008
Title: DISTRIBUTION AND ACCESS	LAST REVISION DATE:

I. Distribution of the Manual

- A) Copies of the Town of Prosper Personnel Policies and Procedures Manual will be distributed to each department and division (if not located at the department address).
- B) A copy of the Town of Prosper Personnel Policies and Procedures Manual will be posted electronically to the Shared Drive on the server. Employees may access the Manual and/or print copies, as needed.
- C) Employees may contact the Human Resources Department and request that a copy of the Manual be e-mailed to them.
- D) All new or revised policies, procedures, and directives will be distributed from the Human Resources Department and be effective as of the last revision date.

II. Access to the Manual

Department Directors are responsible for making the Town of Prosper Personnel Policies and Procedures accessible to all employees in their department and shall keep the manual located in a conspicuous place.

TOWN OF PROSPER PERSONNEL POLICIES AND PROCEDURES MANUAL	REFERENCE NO. 1.06 PAGE NO. 1 of 1
Chapter 1: INTRODUCTION AND INSTRUCTION	INITIAL EFFECTIVE DATE: 10-01-2008
Title: AMENDMENTS AND UPDATES	LAST REVISION DATE:

Amendments and/or updates to the Town of Prosper Personnel Policies and Procedures Manual must be approved by the Town Manager.

All new or revised policies, procedures, and directives will be distributed from the Human Resources Department and be effective as of the last revision date.

Department Directors are responsible for making the Town of Prosper Personnel Policies and Procedures Manual accessible to all employees in their department and shall keep the manual located in a conspicuous place.