

	City of Cedar Park Human Resources Policy Manual		
	Introduction to Human Resources Manual		
	Number: A-1	Revision: 1	Effective Date: 5/10/2018

1.0 Policy

The policies, procedures, rules, regulations and other administrative provisions for human resources management (hereafter called “policies”) are hereby established for the information and guidance of the City of Cedar Park’s (“City”) employees.

2.0 Procedure/Rule

2.1 The policies included in the Human Resources Policy Manual (hereinafter “Manual”) shall apply to all appointed employees of the City of Cedar Park, except when policies and procedures are inconsistent with the application of the firefighters’ and police officers’ state civil service law, City of Cedar Park Fire Fighters’ and Police Officer’s Civil Service Commission Rules and Regulations and applicable meet and confer agreements.

2.2 These policies are not a contract, nor are they intended otherwise to obligate the City legally to follow or continue any policy or practice mentioned herein. This Manual reflects the policies of the City at the date of issuance. Any benefit described in this Manual that is provided through an insurer or third-party, is governed by the terms of such insurance policy or other contract between the City and third party, notwithstanding anything stated in these policies and procedures. No person is authorized to bind the City legally to any employment policy or term by oral statement or representation. No person has the authority to promise or agree to any term or condition of employment different from or in addition to those stated herein or other written policies. Continued employment after any change to these policies is made constitutes agreement to such changes.

2.3 A Department Head and designated supervisor(s) shall be furnished complete copies of all policies, additions and revisions and shall be responsible for maintaining a complete and current copy of the Manual for review by an employee. A Department Head or designee is also responsible for ensuring that each employee is given an opportunity to review the Manual and ask questions about it. Each employee shall sign an acknowledgement reflecting this opportunity.

ACKNOWLEDGMENT OF HUMAN RESOURCES MANUAL

I have been given an opportunity to review the City of Cedar Park's Human Resources Manual. I agree to read this Manual carefully within the next few days, and to abide by its policies and procedures. If I don't understand any part of the Manual, I will ask my supervisor or a member of Management for assistance.

I understand that employment at the City is on an **at will basis**. This means that, as an employee, I am not employed under a contract, and I am free to leave my employment at any time, for any reason or no reason, without contractual obligation. Likewise, the City is free to terminate my employment at any time, for any reason, or for no reason, without contractual obligation.

I further understand that this Manual and the provisions contained in it are intended only as guidelines, and should not be understood to create a contract of employment. No agreement or promise regarding my employment is binding on the City unless it is in writing and signed by the City Manager. I understand that the provisions in this Manual control over any conflicting statements made by supervisors, and that the City has the right to change the provisions of this Manual at any time, without prior notice.

Employee's name

Date

**ACKNOWLEDGMENT OF HUMAN RESOURCES MANUAL
SWORN PERSONNEL**

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I understand that my first year (12 months) of employment at the City is considered “probationary” and is on an **at will basis**. This means that, as an employee, I am not employed under a contract, and I am free to leave my employment at any time, for any reason or no reason, without contractual obligation. Likewise, the City is free to terminate my employment at any time, for any reason, or for no reason, without contractual obligation. I further understand that this Manual and the provisions contained in it are intended only as guidelines, and should not be understood to create a contract of employment. No agreement or promise regarding my employment is binding on the City unless it is in writing and signed by the City Manager. I understand that the provisions in this Manual control over any conflicting statements made by supervisors, and that the City has the right to change the provisions of this Manual at any time, without prior notice.

I understand that the firefighters’ and police officers’ **state civil service law** (Local Government Code, Chapter 143), the **City of Cedar Park Local Rules, and the applicable meet and confer agreement** shall apply when policies and procedures contained herein are inconsistent with such law and rules.

Employee’s name

Date