

CITY OF WACO

INTRODUCTION

Policies and Procedures

INT-1

Revised 09-23-98

A. Statement of Purpose

The policies and procedures contained in this manual are meant as guidelines only. The policy's outlines should never be interpreted as part of an employee/City of Waco contract. The policies offer no employment contract nor do they guarantee any minimum length of employment.

B. General Policy

Employment is a two-way responsibility. The employee has the right to expect fair treatment and a good day's pay for a good day's work. The City is devoted to equality and fairness extended to all employees and its citizens. The City is committed to treating all persons with respect, courtesy and dignity. The City is dedicated to providing quality services in a reasonable and expeditious manner.

Standard methods of communication will be applied to advise employees of any changes or revisions to the policies.

C. Statement

This manual is not intended to be all conclusive. Management reserves the right to make alternative decisions based on sound business practices.



Kathy S. Rice, City Manager
September 4, 1998