



PERSONNEL POLICY 1

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POLICY INTERPRETATION

Effective Date: May 3, 2012

The purpose of these personnel policies and procedures is to provide guidance on a variety of topics of importance to Town of Oro Valley employees. Many of the policies contained herein include specific procedures for carrying out the policies. In cases where additional procedures are required, Administrative Directives are issued by the Town Manager, or in cases where the policy applies to only one department, they would be issued in department specific rules or procedures by the Department Head (or designee).

In the event that unusual circumstances arise, which are sufficient to warrant deviation from any policies in this code, the Town Manager will be required to authorize any such deviation in writing.

It is important that employees know the Personnel Policies and Procedures are not an employment contract, and nothing contained herein may be construed as part of an employment contract, either express or implied. Except as otherwise expressly provided herein, supervisory employees or officers of the Town have no authority to make representations contrary to the terms of the Personnel Policies and Procedures.

The Town reserves the right to change or revoke any policy or procedures at any time, by action of the Town Council; and no employee shall have any claim against the Town, or its supervisory employees or officers arising from such change or revocation.

The Arizona Revised Statutes, Oro Valley Ordinances and individual employment agreements, in the event of conflict, take precedence over all Personnel Policies.