

# ***CITY OF DENTON***

## **POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE**

SECTION: POLICIES AND PROCEDURES MANUAL INSTRUCTIONS	REFERENCE NUMBER: 1.00
SUBJECT: PURPOSE OF THE POLICIES AND PROCEDURES MANUAL	INITIAL EFFECTIVE DATE: 09/01/84
TITLE: PURPOSE OF THE POLICIES AND PROCEDURES MANUAL	LAST REVISION DATE: 11/08/96

### **I. DISCLAIMER OF CONTRACTUAL TERMS**

**THE CONTENTS OF THIS MANUAL DO NOT IN ANY WAY CONSTITUTE THE TERMS OF A CONTRACT OF EMPLOYMENT AND SHOULD NOT BE CONSTRUED AS A GUARANTEE OF CONTINUED EMPLOYMENT WITH THE CITY OF DENTON. EMPLOYMENT WITH THE CITY OF DENTON IS ON AN AT WILL BASIS. THIS MEANS THAT THE EMPLOYMENT RELATIONSHIP MAY BE TERMINATED AT ANY TIME BY EITHER THE CITY OR THE EMPLOYEE FOR ANY REASON NOT EXPRESSLY PROHIBITED BY LAW. ANY ORAL OR WRITTEN STATEMENTS BY ANYONE, (EXCEPT INDIVIDUAL WRITTEN EMPLOYMENT AGREEMENTS SPECIFICALLY AUTHORIZED BY THE CITY COUNCIL) TO THE CONTRARY ARE INVALID AND SHOULD NOT BE RELIED UPON BY ANY PROSPECTIVE OR EXISTING EMPLOYEE. THE CITY OF DENTON RESERVES THE RIGHT TO ALTER OR AMEND THE CONTENTS OF THIS MANUAL AT ANY TIME WITHOUT NOTICE.**

### **II. PURPOSE**

The purpose of this manual is to provide supervisors and department directors with a permanent, written source of information about the policies, procedures, and administrative directives of the City of Denton.

### **III. OBJECTIVES**

The objectives of this manual are:

- A. To establish standardized policies, procedures, and directives on issues that apply to all departments and divisions of the City.
- B. To reduce questions about policies, procedures, and directives by having them readily available for reference.
- C. To put in writing previously unwritten, "word of mouth" policies and procedures so as to make them official and minimize errors in carrying them out.

**POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE (Continued)**

TITLE:	PURPOSE OF THE POLICIES AND PROCEDURES MANUAL	REFERENCE NUMBER: 1.00
--------	--	---------------------------

D. To ensure that policies, procedures and directives are kept current by periodic updates of this manual.

**IV. RELATIONSHIP TO THE CODE OF ORDINANCES OF THE CITY OF DENTON, TEXAS**

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