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.
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.
I. DISTRIBUTION OF THE MANUAL

A. Copies of the Policies and Procedures Manual will be distributed to all individuals on Distribution Lists I and II. These individuals will be referred to hereafter as "manual holders."

B. All new or revised policies, procedures, and administrative directives will be distributed from the Human Resources Department. A policy, procedure, or administrative directive shall not be considered official unless (1) it has been distributed under a cover memorandum signed by the Director of Human Resources, and (2) it has been given an effective date.

C. Draft policies, procedures, and administrative directives will not have an effective date and will be stamped "draft." Drafts should be kept separately from your official Policies/Procedures Manual so as to avoid confusion with later transmittals.

D. A printing charge will be made from the Human Resources Department to the originating department (department recommending policy/procedure changes), for printing costs associated with distribution of new or revised policies, procedures, and directives.

II. ACCESS TO THE MANUAL

Manual holders are responsible for making their Policies and Procedures Manual accessible to all employees in their department.
POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE

SECTION: POLICIES AND PROCEDURES MANUAL INSTRUCTIONS

SUBJECT: METHOD FOR INSTITUTING A NEW OR REVISED POLICY, PROCEDURE, OR DIRECTIVE

TITLE: METHOD FOR INSTITUTING A NEW OR REVISED POLICY, PROCEDURE, OR DIRECTIVE

REFERENCE NUMBER: 3.00

INITIAL EFFECTIVE DATE: 09/01/84

LAST REVISION DATE: 12/15/92

When a situation arises that requires the institution of a new/revised policy, procedure, or directive, the following procedure will be adhered to:

1. Department directors will forward a draft of the proposed policy, procedure, or directive to the Executive Committee for study.

2. After the Executive Committee has approved the first draft, they will provide the draft to other directors for review with their staffs. The extent of departmental review will be determined by the Executive Committee based on the nature of the policy.

3. Departments shall forward written feedback and suggestions to the Human Resources Department within ten working days.

4. After reviewing departmental input, the initiating director shall present a second draft along with all recommendations from other departments to the Executive Committee for final review and approval.

5. After final approval, the Human Resources Department shall copy and forward the new/revised policy, procedure, or directive to all manual holders.

6. No policies, procedures, or administrative directives affecting all departments will be considered official unless properly communicated and distributed by the Human Resources Department.
### METHOD FOR UPDATING THE MANUAL

1. The Human Resources Department will be responsible for the indexing of all policies, procedures, and directives. The Human Resources Department will periodically distribute a new index for cross-referencing purposes.

2. When you receive an updated policy, procedure, or directive, remove the obsolete version from your book and throw it away. Be sure that you have a match of the section, subject, title, page number and reference number to assure that the new version is entered into the Manual in the correct place. The new policy/procedure/directive will have a new effective date.

#### Table

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1. Begin by examining the Table of Contents at the beginning of the book to find the section you are interested in. Examples: Safety/Emergency Policies (200.00–299.99) or Finance Policies (400.00–499.99).

2. Scan through the appropriate section of the Table of Contents to find the correct subject and title of the policy you are interested in. Subject headings are for groupings of similar policies, while titles refer to specific policies, procedures, or directives.

3. A reference number is located in the upper right hand corner of each policy, procedure, and directive. Turn the pages of the section until you come to the correct reference number.

4. Some policies and procedures, because of their limited scope, will have the same subject and title. Example:

   - Section: Policy Manual Instructions
   - Subject: How to Use This Manual
   - Title: How to Use This Manual
DEFINITIONS:

1. Policy—A statement of overall philosophy and direction, describing goals to be accomplished and programs to be established.

2. Procedure—A specific and detailed statement of the means and methods by which management implements a policy.

3. Administrative Directive—A written statement from the City Manager, Executive Director, or Director of Human Resources to City employees establishing rules and regulations concerning internal operational matters of the City.
I. The policies contained in this Policies and Procedures Manual apply to all regular full-time, regular part-time, temporary, and seasonal employees who work for the City of Denton.

II. While the City of Denton employs independent contractors, these contract employees will not be considered City employees. Unless a policy specifically references an independent contract agreement or a contractor, policies contained in this manual will not pertain to contract employees.