



# Unified Government Human Resources Guide

Effective 04-01-05

## HUMAN RESOURCES GUIDE

- I. General: It is the policy of the Unified Government that this guide should be used as an outline of the basic personnel policies for the organization. It is designed to be used as a working guide for the day-to-day administration of the personnel program.
- II. Policy
  - A. The official personnel policy of the Unified Government is incorporated into the HUMAN RESOURCES GUIDE (GUIDE).
  - B. Effect on employees who are members of bargaining units

This policy covers all employees unless there is a contrary provision in a controlling bargaining agreement or contract. Benefits, in general, provided in this policy do not apply to employees who are governed by a bargaining unit unless those benefits are specifically stated in the governing contract.
  - C. The written policies of the GUIDE are intended to:
    1. Assist with the understanding and application of personnel policies and practices of the Unified Government;
    2. Identify authority and responsibility for the administration of personnel policies and procedures;
    3. Standardize the handling of recurring personnel matters;
    4. Provide a working guide for use in counseling employees and training supervisors;
    5. Provide an established point of reference for determining the need for improvements to existing policies, practices and procedures; and
    6. Reduce or eliminate the need for ordinances or resolutions which address personnel policies and procedures. **NEITHER THE HUMAN RESOURCES GUIDE NOR ANY PART OF IT IS INTENDED NOR SHALL IT BE CONSTRUED BY ANY PERSON SUBJECT TO ITS PROVISIONS TO CREATE A CONTRACT BETWEEN THE UNIFIED GOVERNMENT AND ANY EMPLOYEE.**
  - D. Should any term or provision of this HUMAN RESOURCES GUIDE be in conflict with any state or federal statute or other applicable law or regulation binding upon the Unified Government, such law or regulation shall prevail. In such event, however, the remaining terms and provisions of this GUIDE shall continue in full force and effect.



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## E. Changes in the GUIDE

1. The Administrator prepares personnel related policies applicable to Unified Government employees for adoption by the Unified Board of Commissioners.
2. The Administrator may modify any policy in the GUIDE for a temporary period of not to exceed 90 days with the concurrence of the Mayor.