



# Directive

Subject HUMAN RESOURCES		Number 1
Issue Date 10/18/95	Revision Date	
Issue Department HUMAN RESOURCES		

Title: PERSONNELADMINISTRATION OBJECTIVES	Approved By Jeffrey B. Muzzy	Page 1 of 3
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## **DIRECTIVE**

The purpose of the City of Garland personnel administration objectives is to establish a high degree of understanding, cooperation, efficiency, and unity among employees through the systematic, uniform application of personnel practices and procedures.

## **APPLICABILITY**

These objectives apply to all City employees.

A person on retainer or under specific contract for service with the City is not considered to be a City employee unless a specific employment agreement has been established to that effect. Persons not covered by a specific employment agreement are not covered by the City of Garland personnel administration objectives.

## **GENERAL ADMINISTRATION**

### 1. Objectives

The objectives of the City personnel management program, which shall incorporate the City of Garland Personnel Directives shall be:

- 1.1 To promote and increase efficiency, responsiveness to the public, and economy in the City service;
- 1.2 To provide a fair and equal opportunity for qualified persons to enter and progress in City service in a manner that is based on individual merit, fitness and performance as ascertained through the application of equitable and practical personnel management methods;
- 1.3 To maintain recruitment, selection, hiring, promotional and other employment related practices which will enhance the attractiveness of a City career and encourage each employee to give his or her best effort to the City and the public;
- 1.4 To maintain consistent, up-to-date position classification and compensation programs based on the objective evaluation of the relative duties and responsibilities of positions within the City;
- 1.5 To promote high morale among City employees by fostering good working relationships and by providing uniform personnel directives, opportunities for advancement and recognition of employee needs and desires.

## 2. Amendment and Responsibilities

- 2.1 These objectives and directives may be changed, supplemented or superseded at any time as provided by the City Manager.
- 2.2 With the exception of matters reserved by the City Council, the general and final authority for personnel administration rests with the City Manager.
- 2.3 The Personnel Department has responsibility for developing, administering, and interpreting personnel objectives and directives as they apply to all departments and employees.
- 2.4 City Directives are for internal use only and do not enlarge or diminish an employee's civil or criminal liability in any way. The directives should not be construed as the creation of a higher standard of safety or care in an evidentiary sense with respect to third party claims. Violations of directives, if proven, can only form a basis of disciplinary action.

## 3. Equal Employment Opportunity Affirmative Action Policy

The City of Garland has been and will continue to be an Equal Opportunity Employer. No applicant for employment or employee will be discriminated against because of race, color, sex, religion, national origin, disability, age or veterans status. The City of Garland will take affirmative action to make sure that all applicants and employees are treated in a nondiscriminatory manner. To carry out this Policy, the City of Garland will endeavor to provide that:

- 3.1 All recruitment, selection, hiring and promotional activities are conducted without regard to any individual's race, color, sex, religion, national origin, disability , age, or veterans status.
- 3.2 Other employment-related practices such as transfers, disciplinary actions, compensation, benefits, training, and social and recreational programs are administered without regard to any individual's race, color, sex, religion, national origin, disability, age, or veterans status.
- 3.3 All City employees shall be informed of the existence of the City's Equal Employment Opportunity/Affirmative Action Policy, these objectives and this directive; and each department shall keep a copy readily available for review by employees.