

INTRODUCTION

The purpose of the City of Lake City Personnel Policy Manual is to establish and facilitate a productive workplace by clearly defining expectations of each member of the City's workforce. The intent of this Manual is to provide useful guidelines about working conditions, job classification specifications, salaries, working hours and conditions, all categories of leave, disciplinary processes, various employee benefits, and other matters related to the efficient functioning of the City's workforce.

With the understanding that no personnel policy can answer all questions or address every situation that may arise in the normal course of municipal government operations, City employees are expected to exercise sound judgment and discretion in the performance of their duties and workplace conduct.

This Manual does not create an employment contract or a guarantee of employment for any specific duration between the City of Lake City and its employees. All City employees of the City are employed "at will" unless they are specifically provided additional rights in a written contract. "At will" employment means that the employee or the City may decide to terminate employment at any time, for any reason, with or without cause or notice.

No employee, supervisor, director or representative of the City other than the City Manager has the authority to make any written or verbal statements or representations that are inconsistent with this Policy Manual. Any questions about these policies should be referred to the Director of Human Resources.