

CHAPTER 1: HUMAN RESOURCES POLICIES AND PROCEDURES

1-1. Purpose

The general purpose of these policies is to provide a comprehensive guideline for human resources administration for the Village of Royal Palm Beach which efficiently and effectively delivers services to employees and taxpayers. These policies may change with or without further notice, and they are not to be interpreted as a restriction on any inherent right of the Village. They are also not to be construed as a contract or in any way as creating any expectations or property interest.

1-2. Declaration of Policy

The Village Council and Administration declare the following principles to constitute the human resources policies of the Village of Royal Palm Beach.

- A. Employment in the Village government shall be based on merit and qualifications free of personal and political consideration.
- B. Just and equitable incentives and conditions shall be established and maintained in order to promote efficiency and economy in the operation of the municipal government.
- C. An effort will be made to classify positions with similar duties and responsibilities on a uniform basis.
- D. Appointments, promotions, and other personnel actions will occur upon approval of the Village Manager.
- E. Every effort shall be made to stimulate high morale by administration of policies with appropriate consideration of the rights and interests of the public and the Village.

1-3. Power of Appointment

The Village Manager shall appoint, and when necessary, promote, demote, remove, discipline or otherwise impact the employment of all Village employees and appointed administrative officers.

1-4. At-Will Employment

Employment with the Village of Royal Palm Beach is at-will. The employee may resign at any time, and the Village may terminate the employee at any time with or without cause. This at-will employment relationship cannot be changed orally or by any conduct, unless such change is specifically acknowledged in writing by the Village Manager. Employees shall not rely upon any representation, whether orally or in writing, contrary to the fact that employment is at will, unless otherwise specified by law or collective bargaining agreement. Benefits, policies, and all other matters may be changed with or without notice, with the exception of matters for which the impact must be negotiated with the bargaining units.

1-5. Approval of Policies

These policies shall be enforced and effective when approved by the Village Council and may only be modified by the Village Manager or Village Council.

1-6. Additional Rules & Regulations

Additional rules and regulations may be established by the departments and/or by Administrative Orders that are consistent with these policies and which have been approved by the Village Manager.

1-7. Applicability

This policy will apply to all personnel employed by the Village of Royal Palm Beach, except that in any conflict between the terms of a collective bargaining agreement and this policy, the collective bargaining agreement will control.