

SECTION 1

GENERAL PROVISIONS

1.1 PURPOSE STATEMENT

It is the purpose of these Policies, Procedures, Rules and Regulations to establish a uniform guide to administrative action concerning personnel activities and transactions.

1.2 SCOPE

These Policies, Procedures, Rules and Regulations pertain to all employees of the City of Melbourne. Language found in a labor agreement between the City of Melbourne and any existing bargaining unit will take precedence over these rules for employees covered by a bargaining agreement. The pronouns he, his and him used throughout this document represent both male and female employees.

1.3 ADMINISTRATION

The Personnel Director at the direction of the City Manager shall administer these rules. The Executive Director of Aviation shall administer these rules for Airport personnel.

1.4 AMENDMENTS, CHANGES, OR REVISIONS

The Personnel Director shall present to the City Manager any proposed amendments, changes, or revisions to these rules as necessary for the effective administration of the personnel system.

1.5 STATUS OF DEPARTMENTAL POLICIES, PROCEDURES, RULES AND REGULATIONS

Any Departmental Policies, Procedures, Rules and Regulations shall serve as supplements to these City Policies, Procedures, Rules and Regulations. In the event of a conflict in any section, the City Policies, Procedures, Rules and Regulations shall prevail.

1.6 EQUAL OPPORTUNITY EMPLOYER

The City of Melbourne is an equal opportunity employer. It is the policy of the City not to discriminate against any person in recruitment, examination, appointment, training, promotion, retention, or personnel action solely on the basis of race, color, national origin, sex, marital status, veteran's status, disability, religion, age, and/or political activity. The City maintains an Equal Opportunity Plan in furtherance of this effort.