



EXECUTIVE ORDER

From: Tommy Gonzalez, City Manager

To: All City Employees

Subject: Updated Policies and Procedures

City Manager's Signature:

Issuing Department: City Manager's Office

EO Reference Number: EO-17

Effective Date: October 1, 2010

Date Approved: October 1, 2010

Date Revised: April 1, 2012

1. **PURPOSE:** To provide access to the updated policy and procedure manual to all city employees.
2. **SCOPE:** Select policies and procedures are updated and are available on the inet.
3. **POLICY:** The revised policies are enacted on the date noted on the policy and supersede all previous versions of the Personnel Policies and Procedures.
4. **PROCEDURES:** Departments are responsible for ordering printed revisions from the Print Shop.
5. **RESPONSIBILITIES:**
 - a. Employees are responsible for reading and adhering to the policies, and making note of the changes incorporated therein.
 - b. An acknowledgement form will be distributed to Department Directors to obtain each employee's signature acknowledging the location of the policies on inet and the availability of a printed copy.
 - c. Each employee shall sign the acknowledgement form verifying that they are aware of the policy location on inet or that the employee received a printed copy.