

CITY OF PLANO POLICIES AND PROCEDURES

200.000

Department Name: Human Resources Manual

Procedure: Introduction

Effective Date: 11/01/96

Revision Date(s): 07/28/98, 07/01/02, 08/01/05, 04/01/06

Review: Annual: 8/1/2006

I. Purpose

To provide all City of Plano employees with policies and procedures for an efficient work environment.

A. Objectives

The human resource management system objectives, which include the City of Plano Human Resources Policies and Procedures, are as follows:

1. Promote and increase efficiency, responsiveness to the public, and economy in City service;
2. Provide opportunity for qualified persons to enter and progress in City service based on merit and fitness;
3. Maintain recruitment, advancement, and tenure practices enhancing the attractiveness of a City career and encouraging all employees to give their best effort to the City and the public;
4. Maintain consistent, up-to-date position classification and compensation plans based on the relative duties and responsibilities of jobs in City service; and
5. Promote morale among City employees by fostering good working relationships and providing uniform human resource policies.

B. Responsibilities

The general and final authority for human resource management rests with the city manager, who may delegate it as necessary and proper, except for matters reserved to the City Council.

The director of Human Resources shall advise and support management in all areas, including employee-management relations; training and career development; classification; compensation; benefits; retirement programs; and employee health, safety and morale.

Department heads are responsible for enforcing these policies and for cooperating with the director of Human Resources and his/her designee(s) on all matters pertinent to their organizational units. All employees have a responsibility and role in the implementation of these policies and procedures.

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Use of the term “department head” shall mean the department head or any subordinate supervisor or manager designated by the department head. “Director of Human Resources” shall mean the director or any subordinate manager designated by the director.

II. Policies and Procedures

A. Applicability

These policies and procedures apply to all City employees except in the following circumstances:

1. When policies and procedures are inconsistent with the proper application of the firefighters’ and police officers’ civil service law and standard operating procedures.
2. When specific appointment and removal power is vested in the City Council or others by the City Charter.
3. For elected officials, members of appointed boards or commissions, persons employed under contract to supply professional and technical services, and personnel appointed to serve without pay

B. Distribution and Access

The Human Resources Policies and Procedures will be distributed to all City employees electronically by the City’s intranet and are available in paper format at specified locations.

C. Manual Revision and Maintenance

The director of Human Resources is delegated the responsibility for developing, administering, interpreting and maintaining the Human Resources Policies and Procedures. The policies and procedures are subject to review and approval by the city manager.

All employees are responsible for updating the Human Resources Policies and Procedures manuals in their custody.

Any employee may recommend a revision to an existing personnel policy or procedure, or suggest a new policy or procedure. This may be accomplished by submitting a request and draft of the proposal or revision to the director of Human Resources or his/her designee.

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III. General Provisions

The general provisions include equal employment opportunity and affirmative action, the code of conduct and personnel files.

A. Equal Employment Opportunity/Affirmative Action

The City of Plano is committed to equal employment opportunity for all employees and applicants for employment. This commitment includes the following:

1. Equal Opportunity

Discrimination against any person in recruitment, examination, appointment, training, promotion, discipline, pay or any other aspect of employment is prohibited. This includes discrimination because of race, color, religion, creed, national or ethnic origin or other non merit factors.

Discrimination on the basis of age, sex, or physical disability is prohibited, except where specific age, sex, or physical requirements are a bona fide occupational qualification necessary to the proper and efficient operation of the City.

2. Affirmative Action

Equal opportunity is achieved through definitive programmed affirmative action. The City's major affirmative action emphasis is to remove artificial employment practices that adversely impact an identifiable protected group of persons.

The City will apply good-faith efforts to seek out, employ, train and promote underrepresented protected group members within and into the City's workforce.

B. Code of Conduct

All persons employed by the City of Plano shall comply with all applicable portions of City of Plano "Municipal Officers" and "Employees' Code of Conduct" as codified in the City of Plano Code of Ordinances, Chapter 2, Article IV.

All City of Plano employees are required to adhere to the "Code of Conduct" as outlined in Sections 2-96 through 2-108 of the Code of Ordinances in

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order to conform to what is deemed to be an acceptable standard of professional and responsible behavior. An updated version of this ordinance can be obtained from the City Secretary's Office.

All City employees shall consistently maintain the highest standards of personal integrity, honesty, and trust in carrying out their duties; avoiding real or perceived improprieties in their roles as public servants; and never using their City positions or authority to improperly obtain personal and/or professional gain. These guidelines shall apply at all times during the performance of City functions and include improper use of City equipment and/or City-issued items, as well as seeking and accepting gratuities. Any potential conflict of interest and/or circumstances that may present an ethical dilemma should be discussed with the appropriate supervisor(s) or Human Resources.

C. Personnel Files

The Human Resources Department shall maintain the official personnel files for all non-civil service employees.

The Human Resources director, as director of civil service, has designated the chiefs of the fire and police departments, or their designees, as the official custodians of the personnel files of record for civil service employees in their respective departments

IV. Appendices

None referenced.