

## CITY OF PLANO POLICIES AND PROCEDURES

**Department Name:** Human Resources Manual  
**Procedure:** Disclaimer

This manual (including any modifications) is prepared for informational and guideline purposes only and does not constitute a contract in any respect between the City and its employees. Employment with the City is at will, and either the employee or employer may terminate the relationship at any time for any or no reason. The city manager may remove with or without cause any employee of the City who is not appointed by the City Council. This removal power is subject to any exceptions in the applicable provisions of the civil service laws for police, firefighters, and the city charter.

The city manager may unilaterally amend, modify or delete these policies at any time without notice. All statements in this manual regarding the at-will status of City employees or any benefits provided herein shall control any contradictory statements by any other person, whether oral or written.

The at-will status of any employee may not be modified or rescinded by any oral or written statements by any person, including appointed or elected officials, any employee handbooks, employment applications, City of Plano memoranda, or other materials provided to employees in connection with their employment. Similarly, the City's policies and practices with respect to any matter or any benefits now offered may be terminated at any time and are not to be considered as creating any contractual obligation on the City's part.

Statements of specific grounds for termination set forth in this manual or in any other City documents are examples only, are not all-inclusive lists, and are not intended to restrict the City's right to terminate at will.

Completion of an introductory or probationary period or "regular status" does not change an employee's status as an employee-at-will or in any way restrict the City's right to terminate such an employee or change the terms or conditions of employment.