

2.0 - GENERAL PROVISIONS

2.1 - Authority - These Personnel Rules and Regulations are adopted in accordance with authority granted by Resolution 6866 passed and adopted by the City Commission on May 28, 1957.

2.2 - Purpose - These Rules and Regulations are established for the purpose of providing consistent and equitable personnel policies concerning employment by the City of Coral Gables and to establish workable guidelines for the implementation and administration of such policies.

2.3 - Administrative Regulations - The City Manager is authorized to issue detailed administrative regulations, not in conflict with these rules, for the purpose of clarification and to establish orderly administrative procedures.

2.4 - Adoption and Amendment - These rules shall become effective upon adoption by the City Manager. These rules may be amended from time to time by the City Manager.

2.5 - Positions Covered - These rules apply to all employees of the City except elected and appointed officials, members of the boards and committees appointed by the City Commission, consultants or employees providing services under contract to the City, temporary employees, emergency employees, interns and volunteers. Employees who are members of a bargaining unit shall be subject to the restrictions and benefits of their respective CBAs in all cases where the agreement provides different provisions from those set forth in these Rules and Regulations.

2.6 - Equal Employment - Discussed in RULE 27.

2.7 - Violence in the Workplace - The City will not tolerate violence in the workplace. Discussed in RULE 26.

2.9 - Duties of the City Manager - The City Manager, having responsibility for the proper and efficient operation of all City departments, is responsible for the maintenance and operation of an effective personnel program. The City Manager shall appoint the Human Resources Director who shall be responsible for the proper efficient administration of the personnel function.

2.10 - Duties of the Human Resources Director - The Human Resources Director, appointed by and reporting to the City Manager, is responsible for the proper and efficient operation and administration of these Personnel Rules and Regulations. The Human Resources Director shall recommend amendments to the City Manager when appropriate, and shall be responsible for the proper and efficient operation of the Human Resources Department. The Human Resources Director shall also perform such other related tasks as may be assigned by the City Manager.

RULE 2

2.11 - Personnel Rules and Regulations - The information contained in this manual is intended only as a general guide for employees. The City may change its rules and regulations from time to time. Such changes will be incorporated electronically in the manual and available on-line. This manual does not constitute a contract of employment, express or implied, and provides no guarantee of any kind.