

CITY OF JACKSON, MICHIGAN

PERSONNEL POLICY



City Manager's Office
Human Resources Division

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INTRODUCTION

The Personnel Policy contained in the pages of this document in no manner should be construed as a contract or promise to any employee or prospective employee that the procedures, classifications, class grades or benefits contained will remain in effect or continue in existence. This document is merely an outline of the procedures, classifications, class grades and benefits which existed at the time of the enactment by the City Council. The procedures, classifications, class grades and benefits contained herein may be altered, decreased, changed or eliminated at any time by action of the City Council and the interpretation of the procedures and this entire document shall be in the sole discretion of the City Council.

It must be specifically understood by each and every employee or prospective employee that this document does not constitute a contract of employment between the City of Jackson and any employee or prospective employee or a continuing promise of the continuation of any provisions contained herein. Specifically, no employee or prospective employee should rely upon this document or any of the provisions contained herein as a condition of continuing employment or as a condition of accepting employment.

Equal Employment Opportunity

The City of Jackson will provide equal employment opportunities to qualified persons without regard to race, creed, color, sex, age, religion, national origin, sexual orientation, gender identity, family medical history and genetic information, disability, marital status, height, or weight as required by applicable law.

At Will Employees - None of the language contained within this Personnel Policy shall be deemed to vest any employee with any "just cause" rights that prevent his or her dismissal without cause. It is the policy of the City that all employees of the City are "at will" employees, and, subject to the terms and conditions of applicable labor agreements, the City retains the right to discharge any employee without cause.

Performance Evaluations - The City Manager may establish a system of performance evaluations. If established, the system shall be incorporated into this policy.

Safety Committee - The City Manager may establish a Safety Committee. If injured, an employee shall file a claim in accordance with the Michigan Workers' Disability Compensation Act.

Residency Requirement - The City offers a \$1,800 a year residency allowance for non-union full-time City employees who live inside of the City of Jackson limits. The residency allowance is paid for each consecutive 12 month period of City residency and full time City employment beginning December 19, 2014 and is paid the following month after the full calendar year of residency and full time employment are established. The residency allowance is only payable to one (1) City employee per household per year.