

Chapter 23—Personnel

(Adopted by Ordinance 1045, passed and effective on February 5, 2019)

23.010 The City of Sarcoxie maintains an employee handbook which provides general information to all employees regarding how the City operates, what it provides to its employees and what is expected in return.

23.020 While the employee handbook is broad in scope, it is not expected to completely cover every employment situation that can arise.

23.030 Review and Revisions. The procedures and practices noted in the manual are subject to modification and further development in the light of experience, legal requirements and changing business conditions. Accordingly, the City of Sarcoxie reserves the right with or without notice to change, add to, or delete any of the policies and procedures, terms, conditions, and language presented in this manual. Such proposed modifications are subject to review and approval by the Board of Aldermen before being implemented. Any such revisions will be given to employees at the time of implementation. Should any provision in this manual be found to be unenforceable and invalid, such finding will not invalidate the entire manual, but only the subject provision. Federal and State law may supersede any policy listed in this manual.