

SECTION 201: PURPOSE

- A. This Handbook is designed to establish a human resource system that meets the needs of the citizens and employees of the Town. This Handbook applies to Town employees, not to individuals who perform work for the Town on a contractual basis, except as may be specifically incorporated in a contract or appointment. This Handbook is not intended to serve as a contract of employment nor to guarantee employment to any employee. No individual or representative of the Town has the authority to make any agreement to the contrary. Should any article, paragraph, sentence, clause or phrase of this Handbook or the application of the same to a particular set of persons or circumstances be declared invalid for any reason, the remainder of such Handbook shall not be affected.

- B. All employees should retain their copy of the Handbook for future reference and must sign a statement that they have received and read the Handbook. The procedures and remedies in this Handbook shall not be held as exclusive. Questions about this Handbook should be discussed with the employee's supervisor or the Personnel Officer.