

**POLICIES & PROCEDURES  
FOREWORD**

The City recognizes its employees as one of its most valuable resources. As such, City policy serves as a guide for the employer/employee relationship. Except where expressly noted, the City of Beaumont's Policies and Procedures are applicable to full-time employees only. City policy serves as the primary means of communication on broad and/or general administrative policies, operational procedures, rules and guidelines. The content herein is not all inclusive and will not cover every conceivable application or exception for personnel matters or administrative situations that may arise. These policy guidelines are not intended to be inflexible. For this reason, if you have questions covering the applicability of a policy, practice or eligibility of a particular benefit, you should address such questions to your department, division or the Personnel Department.

It is expected that amendments and revisions will be made as necessary to meet the ever changing conditions and business needs of the City. As such, the City Manager is the final authority on interpreting policy, approving amendments or granting exceptions to policy guidelines in order to more efficiently promote the interest of the City. The City reserves the right to make changes to policy without prior notice or consent of its employees.

Each employee is responsible for keeping abreast of policy changes by reading any rule or policy changes posted on bulletin boards at their respective locations. A copy of rule or policy changes may be obtained from your department, division or the Personnel Department. Revisions to City policy may be distributed to employees as deemed necessary.