

# SCOPE AND PURPOSE OF THE HANDBOOK

## Disclaimer

The Department of Human Resources has designed this Employee Handbook as a useful reference for you, the employees of the City of Chesapeake. It provides general information on current human resource policies, procedures and benefits furnished by the City. The Handbook does not represent a complete statement or final authority on human resource matters.

The City Charter, Codes, Ordinances, Administrative Regulations, Executive rulings and other documents used to prepare this Handbook remain the authority by which the City is governed. The information contained in this Handbook is subject to being changed by the proper authority at any time.

This Handbook is not, in whole or in part, an employment contract between the City and you as an employee. You should not rely on it as a contract. Rather, it is meant to be a helpful guide describing some of the ordinances, regulations, policies, and procedures related to human resource matters. These ordinances, regulations, policies and procedures can be changed without prior notice at any time during your employment, and those changes will be binding upon you as an employee. You remain free at any time to terminate your employment relationship with the City if you are dissatisfied with existing ordinances, regulations, policies or procedures or any changes made to them. We will review this Handbook periodically to keep you “up-to-date” on the changes affecting you.

It is possible that this Handbook will not always accurately reflect the ordinances, regulations, policies, and procedures upon which it is based. In such instances, reference must be made to the ordinances, regulations, policies and procedures, which are the final authority as interpreted and applied by the Department of Human Resources.

The Director of Human Resources is the City official authorized to interpret and apply the City’s human resource regulations. While you may seek information and assistance within your department regarding the meaning and application of such regulations and practices related to them, the Director of Human Resources or the Director’s designee has decision-making authority on such questions. The Director of Human Resources may override any opinions you receive from a department source. Therefore, if you have any questions about the meaning of a particular human resource regulation, you should consult the Department of Human Resources.

We hope that you find the information in this Handbook useful in your employment with the City. If you have any questions that are not answered here, please feel free to contact your supervisor or the Department of Human Resources for an explanation or clarification of any human resource regulation or practice.