

ADMINISTRATIVE POLICY
No. 2010-AP-08

EMPLOYMENT-AT-WILL POLICY

I. AUTHORITY:

Article VIII of the City's Home Rule Charter ("Charter"), as adopted in 2008, identifies the City Manager as being responsible for the proper administration of all affairs of the City. Specifically Section 8.4 (b) of the Charter grants the City Manager powers and duties including supervising and overseeing all aspects of City functions and activities, service contracts and personnel and departments that report to the City Manager.

In addition, Ordinance No. 2010-O-06, an ordinance amending Article 2 of Chapter 2 of the City's Municipal Code, provides further authority to carry out the administrative affairs of the City. Section 2-2-130 (b)(6) of Ordinance No. 2010-O-06 describes the responsibilities and duties of the City Manager concerning all personnel policies and states the City Manager shall be authorized to promulgate administrative policies, including personnel policies, consistent with federal, state and local laws subject to ratification of the policy by the City Council.

All personnel policies are developed in accordance with federal, state, and local laws. Any changes to federal, state, or local laws affecting the City's personnel policies will be amended in such policies as necessary.

II. PURPOSE OF POLICY:

To assist employees with basic questions regarding employment-at-will as it relates to City employment.

III. SCOPE:

This policy applies to all City employees, excluding Elected Officials unless otherwise provided by Council policy or law.

IV. DEFINITIONS:

Employment-at-will – states that employers have the right at any time, with or without prior notice, to hire, fire, demote, and promote whomever they choose for any reason unless there is a law or contract to the contrary. Similarly, employees have the right to quit a job at any time for any reason, with or without prior notice.

V. POLICY:

Your employment with the City of Centennial is "AT-WILL." That means that either you or the City may end your employment at any time, for any lawful reason, or for no reason.

The City does not use a progressive discipline system and does not use a formal hearing procedure either before or after termination of employment.

The City of Centennial Employee Handbook is intended to assist you with basic questions about your City employment. Please understand that the Handbook is not a contract and does not reflect promises or guarantees regarding the length or the terms and conditions of your employment.

The City Manager has the ability to change or alter any of the Administrative Policies or Administrative Directives in this Handbook at any time, either City-wide or on a case-by-case basis. In the event of a formal change, you will be given an updated copy of the Handbook. The City Manager is the final arbiter on the application, interpretation and enforcement of the guidelines in the Handbook.

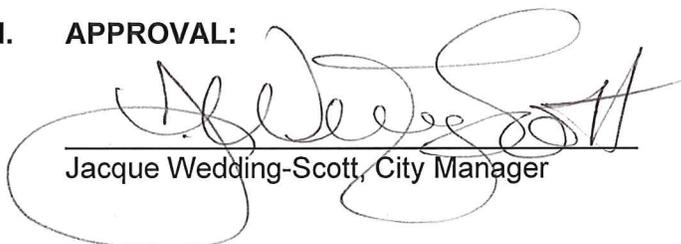
Please check with your supervisor or with the Human Resources Director regarding any questions you have about any aspect of your City employment.

Nothing in the Handbook alters the at-will nature of your employment. The Handbook does not in any way promise that your City employment will continue into the future.

VI. EFFECTIVE DATE:

This policy shall be effective upon signature.

VII. APPROVAL:

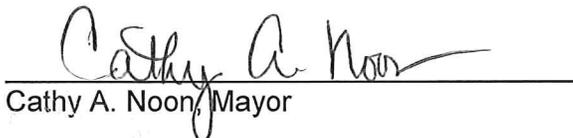


Jacque Wedding-Scott, City Manager

3.15.11
Date

VIII. RATIFICATION:

RESOLUTION NO. _____



Cathy A. Noon, Mayor

3.21.11
Date

ATTEST:



City Clerk or Deputy City Clerk