



PERSONNEL MANUAL PROGRAM PM-10-01

Section: 10-00, INDEXES AND INTRODUCTION

I. PURPOSE AND SCOPE

The City of Memphis Personnel Manual Policies and Procedures serves to provide a means of effectively communicating to management and supervisory personnel the policies and procedures which relate to personnel management.

II. POLICY

- A. All management and supervisory personnel are assigned a Personnel Manual by their individual Division Director. Manuals are not assigned to individuals, but rather to positions. Therefore, it is the responsibility of each person who holds a position to which a manual is assigned, to maintain the manual in a current status.
- B. The Director of Human Resources promulgates, publishes, and interprets all policies set forth in the Personnel Manual and is responsible for the manual's distribution.
- C. No City Employee, regardless of position or classification, shall be denied access to review the policies and procedures contained within this manual.