



CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

Effective Date: 4/01/08

SECTION 101	SUBJECT PERSONNEL POLICIES AND PROCEDURES
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This Personnel Administrative Manual contains personnel and related policies for the City of Newport News. It also contains explanations of such policies with guidelines and procedures for their implementation. It is issued for the guidance of managers and supervisors; however, it shall be made available to anyone. This manual does not constitute a contract of employment, in whole or in part, between the City and its employees, individually or collectively.

The policies contained herein have been developed to facilitate compliance with federal and state laws, the City Charter, the City Code and administrative regulations. These legal requirements are subject to change at any time and every effort will be made to keep this manual current. Therefore, if there is an apparent conflict between a provision of this manual and any law or superior federal or state regulation, such conflict will be resolved in favor of such other law or regulation.

The City Council establishes the City's general personnel policies by ordinances, and these ordinances are set forth in the City Code. Such policies may be changed only by action of the City Council.

In certain matters, the City Council has granted the City Manager the authority to make additional regulations and to establish procedures and guidelines to implement the policies and programs established by City Council. This manual is published under the authority granted to the City Manager. Policy made under authority of the City Manager may be modified or changed by the City Manager at any time. Any reference made in policy to authority of Department Heads also extends to the City Manager and Assistant City Managers.

This manual does not include all City and departmental policies and requirements. The City Manager may establish various operating and program policies and procedures. In addition to these general City policies, each department head may establish additional policies and procedures necessary for the effective and efficient operations of that department. However, no departmental policy may conflict with any provision of this manual without the prior express approval of the City Manager.

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AMENDS/SUPERSEDES SECTION 101, 12/01/89	REFERENCES	APPROVAL
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