



# CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

Effective Date: 12/01/89

SECTION <b>102</b>	SUBJECT <b>MANAGEMENT RIGHTS</b>
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The City of Newport News establishes personnel programs and policies to provide for the effective and efficient conduct of City business and to provide and equitable and consistent personnel administration system.

The City reserves certain management rights in the administration of its personnel policies and programs, including:

1. The right to establish, revise, interpret, and administer personnel policies and procedures, at any time, including the right to suspend or supersede policies and procedures in emergencies.
2. The right to establish, abolish, revise and administer staffing levels, positions, job classifications, salary ranges, and salary actions.
3. The right to establish, modify, revise, and administer employee benefits.
4. The right to hire, retain, promote, demote, transfer, and assign employees and to determine the methods by which such decisions are made.
5. The right to terminate employees at any time due to misconduct, unacceptable attendance, failure to maintain job qualifications, inability to perform the duties and responsibilities of the position, unsatisfactory work performance, job abolition, reorganization, reduction-in-force or other reasons relating to the effective and efficient operations of the City of Newport News. No employee in the classification plan is considered to have an employment contract or agreement guaranteeing employment for any period of time.
6. The right to determine the means, methods and procedures by which work is performed.
7. The right to establish, revise and administer job performance standards and conduct standards and to determine acceptable performance and conduct.
8. The right to establish and change work schedules, work hours, work places and work assignments.
9. The right to establish and revise job content, job composition and job requirements.
10. The right to determine training and staff development activities appropriate to job classification and performance.

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AMENDS/SUPERSEDES NEW	REFERENCES	APPROVAL
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