



WELCOME TO THE CITY OF LAWRENCE

This Employee Handbook was written to answer some of the questions employees may have concerning the City and its policies. Please read it thoroughly and retain it for future reference.

The policies stated in this Handbook are intended as guidelines only and are subject to change at the sole discretion of the City Manager. Prior to the implementation of policy changes, the City Manager may accept input from interested persons.

This Handbook is not a contract guaranteeing employment for any specific duration. Although the City hopes that the employment relationship will be long-term, either the employee or the City may terminate this relationship at any time, for any lawful reason, with or without cause or notice.

All City employees are covered by the policies and procedures in this Handbook. Departmental policies and procedures will not contradict or supersede City policies and procedures, unless when otherwise noted or approved by the City Manager. Additionally, certain employees may be subject to the provisions of a memorandum of understanding or other agreement, and shall refer to those agreements for guidance.

Copies of the Employee Handbook, Department and/or Division Work Rules and Administration Policy Manual are available from your Department Director. Copies are also available on the City Neighborhood Network and Intranet.

It is the policy of the City of Lawrence to create a progressive work climate that encourages the development of mutual trust and understanding. The City is committed to dealing directly and honestly with all employees. Each employee is encouraged to communicate with their immediate supervisor about any questions or problems and to give an opinion on ways to make the City an even better place to work. Several methods of communication are available for employees including:

- Monthly Employee Newsletter
- Departmental Meetings
- Bulletin Boards
- Annual Performance Evaluations
- Employee Handbook
- Co-workers & Supervisors
- Employee Relations Council
- E-Mail
- Intranet

The City of Lawrence wishes employees success during their employment and hopes that the employment relationship will be a rewarding experience.