

INTRODUCTION

Welcome,

As an employee of Cottonwood Heights Parks and Recreation Service Area you will be expected to read, understand, and follow the Personnel Policies and Procedures contained in this manual.

It is the policy of Cottonwood Heights Parks and Recreation Service Area to comply with Federal and State Equal Employment Opportunity guidelines. All employment decisions will be made without unlawful regard as to race, color, religion, sex, national origin, age or disability. To this end, Cottonwood Heights Parks and Recreation Service Area will not engage in any unlawful discrimination against any employee or applicant for employment because of race, color, religion, sex, national origin, disability, age, or veteran's status, and will ensure that applicants and employees are treated without unlawful regard to these characteristics.

It is the obligation of each officer, manager, supervisor, and employee of Cottonwood Heights Parks and Recreation Service Area to conduct themselves in conformity with the principle of Equal Employment Opportunity at all times. All employment activities including, but not limited to, advertising, recruitment, hiring, promotion, demotion, transfer, disciplinary action, layoff, termination, compensation, training, shall be conducted without unlawful regard to race, color, religion, sex, nation origin, age or disability.

It is the policy of Cottonwood Heights Parks and Recreation Service Area to strive for safety in all activities and operation, and to carry out our commitment of compliance with health and safety laws applicable to our business by enlisting the help of all employees to ensure that public and work areas are free of hazardous conditions.

No employee, officer, agent or other representative of Cottonwood Heights Parks and Recreation Service Area has any authority to enter into any agreement for employment for any specified period of time or to make any agreement or representation, verbally or in writing, which alters, amends, or contradicts the provisions of this Personnel Policies and Procedures Manual.

Cottonwood Heights Parks and Recreation Service Area reserves the right to change any of its policies and/or procedures at any time in the future for any reason.

This Personnel Policies and Procedures Manual is not, and shall not, be construed an explicit or implied contract, shall not modify any existing employment at will status of any employee and shall not create any due process requirement in excess of Federal or State constitutional or statutory requirements.

Ben Hill, Executive Director
Cottonwood Heights Parks and Recreation Service Area