**CITY OF KINGSTON**

**SECTION I – GENERAL PROVISIONS**

**A. PURPOSE**

The main purpose of these policies is to establish a high degree of understanding, cooperation, efficiency, and unity among municipal government employees fostered by a systematic application of good procedures in personnel administration. Another purpose is to provide uniform policies for all employees with all the benefits such a program ensures, without regard to race, color, religion, gender or gender identity, age, national origin, disability, military status, communication with an elected public official, free speech, refusing to participate in or remain silent about illegal activities, exercising a statutory constitutional right or any right under clear public policy, political affiliation, genetic information, or any other basis protected by law.

**All Employees are At-Will**

These policies are not part of a contract and no employee has any contractual/property rights to the matters set forth herein. This will serve as notice to all employees that the employment relationship may be terminated at any time with or without cause, as long as the reason for termination is not unlawful. For purpose of this document and the City of Kingston being an at-will employer: **All employees are "at-will" and the city is an "at-will" employer under Tennessee law except otherwise provided by the Charter**. The city reserves the right to change any and all such policies, practices, and procedures in whole or in part at any time, with or without notice to employees.

These personnel regulations shall be made available to all employees. Employees will receive a copy of the regulations upon employment. Any employee who desires to review the department copy or request an electronic copy may contact the City Clerk.

**Non-Discrimination**

Title VI requires that no person shall on the basis of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance (i.e., grant funds). The City of Kingston complies with all local, state and federal laws that protect employees from discrimination.

**Title VII**

It is the City of Kingston policy not to discriminate against any employee or applicant for employment or during the course of employment due to race, color, religion, age, sex, national origin or ancestry, marital status, veteran's status, or ability in accordance with applicable federal, state, and local law. If an employee believes that he or she has been involved in any incident that was discriminatory, he or she should report the incident immediately to management.

**B. COVERAGE**

These rules and regulations shall cover all employees in the city service unless specifically exempt by this document, the city charter, and/or the ordinances of the municipality. Temporary, seasonal, and part-time employees are subject to all regulations but may not be eligible for benefits such as: health coverage, leave accrual, holiday pay, or retirement benefits.

All municipal government offices and positions are divided into the classified service and the exempt service. The classified service shall include all full-time and part-time positions in the city’s service unless specifically placed in the exempt service listed below:

1. Elected Officials;
2. City Manager;
3. Members of appointed boards and commissions;
4. Consultants, advisors, and legal counsel rendering temporary professional service;
5. City Attorney;
6. Independent contractors;
7. City Judge

Some policies, such as anti-harassment policies and other policies required by state or federal law, apply to all employees and officers of the municipalities.

**C. ADMINISTRATION**

These rules are administered by the Human Resource Clerk under the direction of the City Manager and in conformity with the ordinance establishing a personnel system. The City of Kingston is an At-Will employer and nothing in the personnel rules and regulations document are deemed to give employees any more property rights in their jobs than they may already be given by the City Charter. The City reserves the right to alter or change any or all of these rules without prior notice to employees.

The Human Resource Clerk/personnel staff member will provide technical assistance to Department Heads and supervisors on the interpretation and application of the personnel regulations.

If any chapter or section of these regulations is found to be in conflict with Federal, State or city laws and regulations, or court decision, that chapter or section will continue in effect only to the extent permitted by such law, regulation or court decision. If any chapter or section of these regulations is or becomes invalid or unenforceable, such invalidity or unenforceable nature will not affect or impair any other chapter or section of these regulations.