

## **1 - GENERAL INFORMATION**

### **1.1 - General Provisions**

Revised: July 1, 2007  
Reviewed: December 2018

The purpose of this manual is to establish policies, a compensation plan, and benefits for regular employees of the City of Marshalltown who are not covered by union agreements and to establish policies not addressed by union agreements. In cases where laws or department work rules and regulations are silent, the policies herein shall apply for affected employees and situations.

Employees covered by this manual are also subject to work rules and other regulations established by the City. The policies and procedures contained in this manual are subject to change; the City has the right to abolish, modify and/or adopt new policies, practices, rules, and regulations.

The Human Resources Director is authorized and directed to administer the provisions of this manual.

Nothing in this manual shall establish a contract for services between the City of Marshalltown and its employees. Unless other written contracts or written agreements prevail, employment with the City is employment at-will; the City has the right to terminate employment at any time, except that appointees under the City of Marshalltown's Code of Ordinances Section 2-35 are not employees at-will, as their removal would be in accordance with Section 372.15 Code of Iowa.

If any part of this manual is in conflict with any State or Federal law or City ordinance, that law or ordinance will prevail.