**SECTION: GENERAL**

**POLICY: Right to Revise EFFECTIVE DATE:** insert date adopted

**STATEMENT OF PURPOSE:**

Policies and procedures are not static. They need to be reviewed and updated to remain relevant, effective, and compliant with changing circumstances, laws, and organizational needs.

**DEFINITIONS:**

1. **Policy Review:** This involves a thorough examination of existing policies to determine their effectiveness, relevance, and compliance with internal and external standards.
2. **Policy Revision:** This refers to the process of making changes to policies based on the findings of the review, which may include updating language, adding new information, or even creating entirely new policies.

**APPLICABILITY:**

This policy applies to all Personnel Policies and Procedures. Applicability of each Personnel policy may vary. Refer to individual policies for appropriate applicability.

**PROCEDURES:**

1. The City reserves the right to revise policies at any time it deems necessary.
2. **The Human Resources Department, in conjunction with City management staff, are responsible for keeping policies current and up to date. Regular review and revision of policies ensures compliance with relevant laws, regulations, and industry standards.**
3. The City will communicate policy changes to employees or relevant parties in a timely manner.
4. The City Manager and Human Resources Director may interpret the Personnel Policies if a question is raised regarding the intent, application, or meaning of the policy. Further, the City Manager and Human Resources Director may utilize administrative practices and procedures required to enforce the Personnel Policies.
5. Employees are required to read the Personnel Policies carefully and to adhere to the rules and regulations stated therein. Failure of employees to comply with the Personnel Policies may result in adverse employment action up to, and including, suspension and/or termination from employment.