

City of Kyle Personnel Policy

Main Objective of the Personnel Policy

The objective of the City of Kyle Personnel Policy is to facilitate efficient and economical service to the public and to provide for a fair and equitable system of personnel management. While these rules and policies include precise statements of policies and procedures, they are not intended to cover every conceivable personnel situation that may arise.

These policies are subject to the City Charter and may be supplemented with administrative regulations in addition to the rules and policies set forth. For this reason, considerable latitude is given the City Manager for administration of these policies. It is expected that amendments and revisions affecting personnel policies will be made from time to time as necessary and desirable in the discretion of the City Manager, subject to approval by the City Council.

Provisions of the policy include:

1. Purpose
2. General Provisions
3. Organization & Administration
4. Applications & Conditions of Employment
5. Attendance & Leave
6. Wages & Salary
7. Employment Verification & Termination
8. Adverse Action
9. Grievance Procedures
10. Benefits
11. Safety
12. Sexual Harassment
13. Travel Expense Reimbursement Policy
14. Smoking Policy
15. Drug Abuse Policy
16. Internet and E-mail
17. Reservation of Management Discretion

For the complete policy, [click here](#).

Supporting Documents

- [City of Kyle Personnel Policy 2022 835.95 KB](#)
- [Personnel Policy Amendments 94.12 KB](#)
- [Personnel Policy Amendment - Vacation & Sick Leave Accrual & Payout 2.68 MB](#)