

PREFACE

The information contained in this manual outlines the personnel policies and procedures for the City of Naples government. This information should not be interpreted as all inclusive, as forming a commitment that any individual policy will be absolutely applied in all circumstances, or as an expressed or implied employment contract or agreement.

The City may add, revoke, or modify policies from time to time. The Human Resources Department will make every effort to notify employees of such changes in a timely manner. However, on occasion it may be necessary to implement and make effective such policy changes prior to distribution of the revised information.

This manual is the property of the City of Naples, and a copy is assigned to each department director and supervisor rather than to the individual occupying the position. Upon separation from the City, the manual should be returned to the department director (or City Manager in the case of a department director) for redistribution to a new employee.

When the pronoun "he" is used throughout this manual its reference is generic and does not imply any sexual bias by the City of Naples or any of its employees.

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Any questions regarding the information contained in this manual should be directed to the Human Resources Department.