

PERSONNEL POLICY GENERAL PROVISIONS

These policies are established to carry out the intent of the District to adopt uniform personnel policies that will enable each employee of the District to make the fullest contribution to the programs and services provided by the District. Each employee is responsible for reviewing and complying with the District's personnel policies.

The District retains the sole right to manage its affairs and direct its workforce within the existing framework of law (national, state, and local), but not limited to the right to plan, direct, and control its operations: to determine the location of its facilities; to determine working hours; to decide the types of services to be provided and the manner of providing them; to decide the work to be performed; to decide the method and place of providing its services; to determine the schedules of work; to hire, layoff, assign, transfer, and promote employees; to determine the qualifications of employees; to determine and re-determine job content; to determine the starting and quitting times; to make such reasonable rules and regulations not in conflict with any collective bargaining agreement, as it may from time to time deem best for the purpose of maintaining order, safety, and/or effective operations of its facilities and to require compliance therewith by employees; to discipline and discharge employees for cause. These management rights are not subject to the dispute resolution/grievance procedure except as may be provided in a collective bargaining agreement.

The contents of these policies do not constitute a contract of employment and should not be construed as a guarantee of continued employment with the District. In cases where application of these policies would conflict with a collective bargaining agreement that is in effect between a recognized employee organization and the District, the provisions of the collective bargaining agreement shall govern. In all other cases, these policies shall govern. Nothing in these policies is intended to supersede applicable state or federal laws or regulations related to personnel matters.

PERSONNEL POLICY GENERAL PROVISIONS - ADMINISTRATIVE REGULATIONS

The District reserves the right to change these personnel policies at any time. Nothing contained in these policies is intended to confer any property right in continued employment or imply a contract of employment.

All employees of the District are expected to read and familiarize themselves with the contents of these policies, including definitions. After receiving and reviewing these policies, each employee must sign and return an acknowledgment form to the Lyon County School District Human Resources Department for inclusion into the employee's master personnel file. Employees who fail to comply with these policies may be subject to disciplinary action, up to and including termination.

All changes, revisions, additions, and notices of deletions to these policies will be made available to all employees.