

**TOWN OF DAVIE  
HUMAN RESOURCES DEPARTMENT**



**MANAGEMENT RIGHTS  
SOP #20-002**

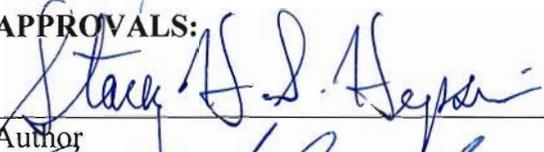
**September 19, 2012**

**SUMMARY OF REVISED, DELETED, OR ADDED MATERIAL**

This operating procedure shall replace the Personnel Rules and Regulations and Policies enacted prior to the effective date of this Operating Procedure.

Revision	Date	Responsible Department	Description of Change
1	May 18, 2011	Human Resources	Initial Release
2	June 20, 2012	Human Resources	Revision

**APPROVALS:**

  
\_\_\_\_\_  
Author

  
\_\_\_\_\_  
Town Administrator

9/25/12  
\_\_\_\_\_  
Date

9-25-12  
\_\_\_\_\_  
Date

**1-1. POLICY.**

In order to communicate to all employees the fundamental principles and mutual rights and obligations comprising the relationship of employment between the Town of Davie and its personnel, it is the policy of the Town of Davie to establish certain managerial rights and responsibilities.

**1-2. SCOPE.**

This operating procedure applies to all employees of the Town of Davie (Town) in the Regular Service (regardless of probationary or other status), as well as all Executive, Part-Time, Seasonal employees, and volunteers.

**1-3. PROCEDURE.**

It is understood that the Town of Davie has and will continue to retain, whether exercised or not, the right to operate and manage its affairs in all respects, and to exercise customary managerial functions including but not limited to:

- The right to determine the organization of Town of Davie Government;
  - To determine and change work hours;
  - To transfer employees within departments or into other departments and other classifications;
  - To establish and change its policies, guidelines, practices, rules, and regulations;
  - To assign duties and direct employees in accordance with the Town of Davie's needs and requirements and to carry out all ordinary administrative functions;
  - To designate special hours and work rules which may be in conflict with these policies and guidelines for the person performing critical job functions such as Emergency Services or a job that directly affects public health and safety.
  - To determine the purpose of each of its constituent departments and divisions;
  - To exercise control and discretion over the organization and efficiency of operations of the Town of Davie;
  - To set standards for service to be offered to the public;
  - To direct, assign and supervise the employees of the Town of Davie;
  - To schedule employees in positions with the Town of Davie;
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- To suspend, demote, dismiss, or take other disciplinary action against employees;
- To increase, reduce, change, modify, or alter the composition and size of the work force, including the right to relieve employees from duties because of lack of work or funds;
- To determine the location, methods, means, and personnel by which operations are to be conducted, including the right to contract and subcontract existing and future work;
- To establish, modify, combine, or abolish job pay positions;
- To determine the method and means for selection for initial hire and for promotions;
- To change or eliminate existing methods of operation, equipment, or facilities;
- To formulate, amend, or modify rules, regulations, and procedures.

The Town of Davie has the sole authority to determine the purpose and mission of the Town, to prepare and submit budgets to be adopted by the Town Council. Those inherent managerial functions, prerogatives and policy-making rights are not in any way, directly or indirectly, subject to any grievance procedure contained herein.

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