

<p style="text-align:center">CITY OF HARLINGEN PERSONNEL POLICY MANUAL</p>

FOREWORD

This manual (including any modifications) is prepared for informational and guideline purposes only and does not constitute a contract in any respect between the City and its employees. Employment with the City is at-will, and either the employee or employer may terminate the relationship at any time for any or no reason and with or without notice. The City Manager may remove, with or without cause, any employee of the City. This removal power is subject to any exceptions in the applicable provisions of the civil service laws for police and firefighters and the City Charter.

The City Manager may make non-substantive changes or amendments to these policies and procedures as deemed necessary for clarification and make exceptions when in the best interest of the City. All statements in this manual regarding the at-will status of City employees, or any benefits provided herein, shall control any contradictory statements by any other person, whether oral or written.

The at-will status of any employee may not be modified or rescinded by any oral or written statements by any person, including appointed or elected officials, any employee handbooks, employment applications, City of Harlingen memoranda, or other materials provided to employees in connection with their employment. Similarly, the City's policies and practices, with respect to any matter or any benefits now offered, may be terminated at any time and are not to be considered as creating any contractual obligation on the City's part.

Statements of specific grounds for termination set forth in this manual or in any other City documents are examples only, are not all-inclusive lists, and are not intended to restrict the City's right to terminate at will.

Completion of an introductory period and/or achieving "regular status" does not change an employee's status as an employee-at-will or in any way restrict the City's right to terminate such an employee or change the terms or conditions of employment.