

February 1, 2001

INTRODUCTION

The City of Albuquerque's Merit System Ordinance establishes the framework for the administration of the City's personnel system. Pursuant to the Merit System Ordinance, these Personnel Rules and Regulations are hereby promulgated to interpret and implement the Ordinance.

These Personnel Rules and Regulations establish the policies and practices which will be followed by the City of Albuquerque in personnel administration. They define a system based on merit and the principles which govern the conditions of City employment. The Personnel Rules and Regulations shall be distributed to all departments, divisions, sections, agencies and programs of the City in order that an official copy is accessible to all employees during working hours.

These Personnel Rules and Regulations should be interpreted as a whole rather than interpreting individual sections or sentences in isolation and out of context. Official interpretation of these Regulations shall be made by the Human Resources Department. They have the force and effect of law for the various departments, agencies and special programs of the City. The Personnel Rules and Regulations shall be the only source and compilation of official directives for personnel policies unless otherwise superceded by Administrative Instructions or Collective Bargaining Agreements.

Individual department policies, rules, regulations and procedures can be promulgated with the concurrence of the Human Resources Director and the approval of the Chief Administrative Officer to ensure they are not in conflict with the substance of the Merit System Ordinance and the Personnel Rules and Regulations.

These Regulations do not constitute an employment contract and may be amended by the Human Resources Department, as necessary, with the approval of the Chief Administrative Officer.