

**PERSONNEL POLICIES  
AND PROCEDURES MANUAL  
FOR  
COTTONWOOD HEIGHTS  
PARKS AND RECREATION  
SERVICE AREA**

**Approved: December 15, 1998**

**This document supersedes all personnel policies and procedures previously established or approved by Cottonwood Heights Parks and Recreation Service Area.**

While it is the policy of Cottonwood Heights Parks and Recreation Service Area to establish reasonable rules of employment conduct and to ensure compliance with these rules through a program consistent with the best interests of Cottonwood Heights Parks and Recreation Service Area and its employees, **THIS MANUAL IS NOT, AND SHALL NOT BE CONSTRUED AS, AN EXPLICIT OR IMPLIED CONTRACT AND SHALL NOT MODIFY ANY EXISTING AT-WILL STATUS OF ANY COTTONWOOD HEIGHTS PARKS AND RECREATION SERVICE AREA EMPLOYEE.**