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City of Helena

Welcome to the City of Helena family!

The Personnel Policies Handbook is a tool to help supervisors administer City Personnel Policies. It provides employees with general information on procedures, conduct and conditions of employment.

The effectiveness of City government is determined by the attitudes and performance of City employees. Our primary responsibility, as City employees, is to serve the citizens of Helena efficiently, courteously and promptly.

This handbook may not cover every condition of employment or satisfy every employee's need. When problems arise in employment situations it is my responsibility, along with supervisors and the Human Resource Office, to resolve them in the best interest of all concerned.

By using this handbook as a guideline in personnel matters, we can promote consistency and uniformity in our work. The guidelines in this handbook are effective as of the last revision date shown on the cover. Policies and procedures are continuously updated and changed. The most current copy is located on the cityshared directory or can be obtained from the Human Resources Office. Any questions or concerns should be addressed to the Human Resource Offices for clarification. I hope you will find this handbook useful.

Sincerely,

Ronald J Alles
City Manager