

MEMORANDUM

TO: ICVB Staff

FR: Maura Gast, Executive Director

RE: Policies of the Irving Convention and Visitors Bureau

DA:

Pursuant to the Charter Amendments approved May 10, 2013, the Convention and Visitors Bureau Executive Director now solely hires, supervises and discharges staff of the department. In accordance with this sole authority, it is necessary to establish the expectations for department staff in the form of policies and procedures. Although these expectations will not be too different from existing City policies and procedures, I hereby direct employees of this department to comply with the Personnel Policies of the City of Irving, except as indicated in this memo.

1. Please note that the adoption of policies and procedures applicable to this office does not constitute a contract nor promise of continued employment, and employees of this department are and shall remain at-will employees.
2. All appeals or other determinations in the City's Personnel Policies made by the City Manager or the Manager's designee, as they apply to the operation of this department, shall be made by the CVB Executive Director, whose decision shall be final.
3. Any disciplinary action administered by the CVB Executive Director shall be final and is not appealable.
4. Claims of harassment and/or discrimination directed against the CVB Executive Director shall be filed with the Department of Human Resources. Claims of harassment and/or discrimination directed against an Assistant Executive Director may be filed with the Executive Director or the Department of Human Resources.
5. All prior policies distinct to the Convention and Visitors Bureau remain in place.
6. The CVB Executive Director may amend these policies and procedures at any time, with or without notice.
7. The policies and procedures are a guide that does not bind the CVB Executive Director. Individual cases and situations may be assessed on a case-by-case basis.