

**CHAPTER 2 ADMINISTRATION**

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**2-1 Implementation of Personnel Policies**

This Employment Manual is provided for general guidance only. The policies and procedures expressed in this Employment Manual, as well as those in any other personnel material, or other types of material which may be issued from time to time, do not create a binding contract or any other obligation or liability on the City. The City reserves the right to change its policies and procedures at any time, formally or informally, with or without notice, for any reason. The City also reserves the right to take any employment action it deems appropriate. The prohibitions set forth in the Employment Manual do not create an express or implied contract with any person. All employees will be required to sign and turn in an employee acknowledgement form. **(See Exhibit 2A – Employee Acknowledgement)**

**2-2 Management/Employee Cooperation**

Our goal is to bring effective and efficient municipal services to the citizens of the City. This can only be achieved by management and employee cooperation. A productive and successful employee works with management and other employees to accomplish the City's goals.

**2-3 City Council**

All policies and procedures either promulgated by the Mayor or originating with the Council that concern employee/employer relationships require the approval of the City Council. The Mayor shall administer the personnel system of the City with the advice and consent of the City Council.

**2-4 Mayor**

The Mayor, with the help of such aides or assistants as may be required, shall be responsible for directing and coordinating the personnel activities of the City. The Mayor shall:

- A. Prepare and recommend position classification and pay plans and direct the continuous administration of these plans.
- B. Compute and submit to the City Council the projected annual salary and wage expenditures for all departments during the annual budgeting process.
- C. Direct the recruitment, testing, selection and hiring of City Employees, subject to the approval of the City Council in the case of department or division supervisors.

- D. Obtain or prepare and administer competitive examinations for all original appointments and promotions in the City subject to testing, in conjunction with the appropriate department supervisor.
- E. Prepare, recommend and enforce rules and regulations for personnel administration.
- F. Supervise, develop and maintain personnel forms, procedures and methods of record keeping.
- G. Maintain a personnel file on all persons employed by the City and on City volunteers where such a file is required by the City's liability insurance carrier.
- H. Validate all appointments, promotions, demotions, disciplinary and other actions affecting City employees with involvement and advice of the council person over that department.
- I. Direct or coordinate employee orientation, training, counseling, and career development in conjunction with department supervisors.
- J. Review performance evaluations that are conducted by department heads for all full-time and part-time employees with the Mayor and the council person over that department.
- K. Administer all personnel activities to comply with related federal and state laws.

## **2-5 Department Supervisors**

Department supervisors may establish such rules as are deemed necessary for the efficient and orderly administration of the department/division. Such rules are subject to the approval of the Mayor with consent from the City Council and must be on file in the Mayor's office before they become effective and must be consistent with City policies. Supervisors shall have copies of department rules available in the office of their respective department for use by the employees. Supervisors are responsible to maintain and adhere to the budget.

## **2-6 Personnel Records and Reports**

The Mayor or designee shall maintain such records as are necessary for the proper administration of the personnel system and in accordance with all Federal, State and Local laws.