

TITLE 4

MUNICIPAL PERSONNEL¹

CHAPTER

1. SOCIAL SECURITY.
2. WORKERS' COMPENSATION.
3. CIVIL SERVICE SYSTEM.
4. EMPLOYEE'S RETIREMENT PLAN.
5. OCCUPATIONAL SAFETY AND HEALTH PROGRAM.

CHAPTER 1

SOCIAL SECURITY

SECTION

- 4-101. Policy and purpose as to coverage.
- 4-102. Necessary agreements to be executed.
- 4-103. Withholdings from salaries or wages.
- 4-104. Appropriations for employer's contributions.
- 4-105. Records and reports.
- 4-106. Exclusions.

4-101. Policy and purpose as to coverage. It is hereby declared to be the policy and purpose of the City of Columbia, Tennessee, to extend, at the earliest date, to the employees and officials thereof, not excluded by law or this chapter, and whether employed in connection with a governmental or proprietary function, the benefits of the system of federal old age and survivors insurance as authorized by the Federal Social Security Act and Amendments thereto, including Public Law 734--81st Congress. In pursuance of said policy, and for that purpose the city shall take such action as may be required by applicable state and federal laws or regulations. (1968 Code, § 1-601)

4-102. Necessary agreements to be executed. The mayor of the City of Columbia, Tennessee, is hereby authorized and directed to execute all the necessary agreements and amendments thereto with the state executive director

¹Ordinance #3391, available in the office of the recorder, repealed all ordinances, code sections, rules and regulations, and policies which provide residency requirements for employees. Certain officers and employees, and sworn officers of the police department are excepted.

Ordinance #3914, which establishes the salaries of officials and employees of the city, is of record in the office of the recorder.

of old age insurance, as agent or agency, to secure coverage of employees and officials as provided in the preceding section as of January 1, 1951. (1968 Code, § 1-602)

4-103. Withholdings from salaries or wages. Withholdings from the salaries or wages of employees and officials for the purpose provided in the first section of this chapter are hereby authorized to be made in the amounts and at such times as may be required by applicable state or federal laws or regulations, and shall be paid over to the state or federal agency designated by said laws or regulations. (1968 Code, § 1-603)

4-104. Appropriations for employer's contributions. There shall be appropriated from available funds such amounts at such times as may be required by applicable state or federal laws or regulations for employer's contributions and the same shall be paid over to the state or federal agency designated by said laws or regulations. (1968 Code, § 1-604)

4-105. Records and reports. The city shall keep such records and make such reports as may be required by applicable state and federal laws or regulations. (1968 Code, § 1-605)

4-106. Exclusions. There is hereby excluded from this chapter any authority to make any agreement with respect to any position or any employee or official now covered or authorized to be covered by any other ordinance creating any retirement system for any employee or official of the city. (1968 Code, § 1-606)

CHAPTER 2

WORKERS' COMPENSATION

SECTION

4-201. To cover city employees.

4-201. To cover city employees. In accordance with Tennessee Code Annotated, § 55-9-403 the City of Columbia accepts the provisions of the Workers' Compensation Law of the State of Tennessee as set out in Tennessee Code Annotated, §§ 50-6-101--50-6-419.

This acceptance shall cover all employees of the City of Columbia as defined by the Workers' Compensation Statute of the State of Tennessee and hereafter all departments of the City of Columbia and their employees shall be subject to the Workers' Compensation Law.

The city manager is instructed and directed to file written notice with the Workers' Compensation Division of the State of Tennessee Department of Labor of this acceptance by the city. (1968 Code, § 1-701)

CHAPTER 3

CIVIL SERVICE SYSTEM¹

SECTION

- 4-301. Authority and purpose.
- 4-302. Compensation of board members.
- 4-303. Order of business and meetings of the board.
- 4-304. Functions of the Civil Service Board.
- 4-305. Functions of the city manager.
- 4-306. Positions covered by civil service.

4-301. Authority and purpose. Pursuant to the authority granted to the City Council of the City of Columbia under the provisions of Priv. Acts 1941, ch. 210, as amended, and in order to establish a uniform procedure for dealing with personnel under the city's civil service system and to place the employment of said personnel on a merit basis, the following system is hereby adopted. (1968 Code, § 1-501)

4-302. Compensation of board members. The compensation of each member of the Civil Service Board shall be the sum of two hundred dollars (\$200.00) per month, payable monthly by warrant drawn upon the General Treasury of the City of Columbia. (1968 Code, § 1-503, as amended by Ord. #3119, March 1997)

4-303. Order of business and meetings of the board. The Civil Service Board shall determine the order of business for the conduct of its meetings and shall meet regularly on the third Monday of each month or on call of the chairman or two members of the board. (1968 Code, § 1-505)

4-304. Functions of the Civil Service Board. The functions of the board shall be:

(1) To consider rules and regulations to supplement this chapter as submitted by the city manager and subsequent revisions and amendments thereof and to make recommendations to the city council concerning the adoption of the same.

(2) To act in an advisory capacity to the city manager of problems concerning personnel administration.

¹Charter reference

Civil service board: art. VI.

(3) To receive, examine, approve, or reject all applications for employment on forms prepared by the city manager for any person in the competitive service relative to his employment.

(4) To make any investigation or conduct any hearing regarding charges or complaints made by anyone against any civil service employee; to issue subpoenas and cause them to be served by the chief of police or any member of the police force; and to administer oaths to witnesses.

(5) To advise with and receive recommendations of the city manager on the adoption of any rules or the revision of old rules and upon the promotion or reduction of civil service employees. (1968 Code, § 1-506)

4-305. Functions of the city manager. The city manager, as the administrative head of the city government, shall have the responsibility for making effective the purposes of this chapter, and shall:

(1) Be the appointing officer as provided in the charter of the City of Columbia.

(2) Attend meetings of the civil service board as necessary.

(3) Administer all provisions of this chapter or the rules established hereunder not specifically reserved to the civil service board.

(4) Prepare rules and regulations, and revisions and amendments thereto, for consideration by the civil service board and after consideration and approval of the same by the civil service board, submit the same to the city council.

(5) Prepare a position classification plan and class specifications and revisions thereof for consideration and adoption by the civil service board, and after such adoption, the city manager shall allocate and reallocate positions among the civil service employees to classes. (1968 Code, § 1-507)

4-306. Positions covered by civil service. All positions defined in art. VI, § 19, of the charter, as amended, are hereby declared to be civil service positions. These positions hereafter shall constitute the competitive service and shall be regulated and governed by the provisions of this chapter. All of the present incumbents (as of March 1, 1941) of any of said positions shall hereafter assume their regular status in the competitive service provided that it shall not be necessary for any of said incumbents to stand the preliminary examinations (physical and mental) or the working tests but shall in every other respect be subject to the provisions of this chapter and the rules and regulations hereafter adopted. (1968 Code, § 1-508)

CHAPTER 4

EMPLOYEE'S RETIREMENT PLAN

SECTION

4-401. Employee's retirement plan to be governed by ordinance.

4-401. Employee's retirement plan to be governed by ordinance.

The employee's retirement plan shall be furnished by Ordinance #3968, titled "City of Columbia Employee's Retirement Plan," and any amendments thereto.¹

¹Ord. #3968, and any amendments thereto, are of record in the office of the city recorder.

CHAPTER 5

OCCUPATIONAL SAFETY AND HEALTH PROGRAM

SECTION

4-501. Program created.

4-502. Implementation.

4-501. Program created. There is hereby created an Occupational Safety and Health Program for the employees for the City of Columbia, which program is attached hereto in its entirety as Exhibit "A".¹ (Ord. #3482, Nov. 2002)

4-502. Implementation. For purposes of this chapter and for the implementation of such program, the fire chief or any other person designated by the city manager shall be the director of such plan, with specific powers to plan, develop and administer the occupational health and safety program for the employees of the City of Columbia. (Ord. #3482, Nov. 2002)

¹Municipal code reference

Exhibit "A" is included as Appendix A in this code.