

**TITLE 4****MUNICIPAL PERSONNEL****CHAPTER**

1. PERSONNEL SYSTEM.
2. ON-CALL POLICY.

**CHAPTER 1****PERSONNEL SYSTEM****SECTION**

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**4-101. Purpose of a personnel system.** The purpose of this chapter is to establish a system of personnel administration in the City of Lobelville that is based on merit and fitness. The system shall provide means to select, develop, and maintain an effective municipal work force through the impartial application of personnel policies and procedures free of personal and political considerations and regardless of race, sex, age, creed, national origin or handicapping condition. (1996 Code, § 4-201)

**4-102. Coverage.** All employees of the municipal government are divided into two (2) classes, officers and employees. The classified service shall include all regular full-time and regular part-time positions in the city's service unless specifically placed in the exempt service.

All offices and positions of the municipal government placed in the exempt service are as follows:

- (1) All elected officials;
- (2) Members of appointed boards and commissions;
- (3) Consultants, advisers, and legal counsel rendering temporary professional service;
- (4) City attorney;
- (5) Independent contractors;
- (6) Persons employed by the municipality for not more than six (6) months during a fiscal year;

(7) Part-time employees paid by the hour of the day, and not considered regular; and

(8) Volunteer personnel appointed without compensation.

All employment positions of the municipal government not expressly exempted from coverage by this section shall be subject to the provisions of the city charter. (1996 Code, § 4-202)

**4-103. Administration of the personnel system.** The personnel system shall be administered by the city recorder, who shall have the following duties and responsibilities:

(1) Exercise leadership in developing an effective personnel administration system subject to provisions in this chapter, other ordinances, the city charter, and federal and state laws relating to personnel administration;

(2) Establish policies and procedures for the recruitment, appointment, and discipline of all employees of the municipality subject to those policies as set forth in this chapter, the city charter and the municipal code;

(3) Fix and establish the number of employees in the various municipal government departments and offices and determine the duties, authority, responsibility, and compensation in accordance with the policies as set forth in the city charter and code, and subject to the approval of the board of mayor and aldermen and budget limitations;

(4) Foster and develop programs for the improvement of employee effectiveness, including training, safety, and health;

(5) Maintain records of all employees subject to the provisions of this chapter of the city code which shall include each employee's class, title, pay rates, and other relevant data;

(6) Make periodic reports to the board of mayor and aldermen regarding the administration of the personnel system;

(7) Recommend to the board of mayor and aldermen a position classification plan, and install and maintain such a plan upon approval by the board of mayor and aldermen;

(8) Prepare and recommend to the board of mayor and aldermen a pay plan for all municipal government employees;

(9) Develop and administer such recruiting programs as may be necessary to obtain an adequate supply of competent applicants to meet the employment needs of the municipal government;

(10) Be responsible for certification of payrolls; and

(11) Perform such other duties and exercise such other authority in personnel administration as may be prescribed by law and the board of mayor and aldermen. (1996 Code, § 4-203)

**4-104. Personnel rules and regulations.** The city recorder shall develop rules and regulations, in the form of an employee's handbook, necessary for the effective administration of the personnel system. The board of mayor

and alderman shall adopt the rules presented to them by the city recorder. If the board of mayor and aldermen has taken no action within ninety (90) days after receipt of the draft personnel rules and regulations, they shall become effective as if they had been adopted, and shall have the full force and effect of law. Amendments to the rules and regulations shall be made in accordance with the procedure below. (1996 Code, § 4-204)

**4-105. Personnel records.** The city recorder shall maintain adequate records of the employment record of every employee as specified herein. (1996 Code, § 4-205)

**4-106. Right to contract for special services.** The board of mayor and alderman may direct the city recorder to contract with any competent agency for the performance of such technical services in connection with the establishment of the personnel system or with its operation as may be deemed necessary. (1996 Code, § 4-206)

**4-107. Discrimination.** No person in the classified service or seeking admission thereto, shall be employed, promoted, demoted, or discharged, or in any way favored or discriminated against because of political opinions or affiliations, or because of race, color, creed, national origin, sex, ancestry, age, or religious belief. (1996 Code, § 4-207)

**4-108. Amendments.** Amendments or revisions of these rules may be recommended for adoption by the city recorder. Such amendments or revisions of these rules shall become effective after public hearing and approval by the board of mayor and aldermen. (1996 Code, § 4-208)

## CHAPTER 2

### ON-CALL POLICY

#### SECTION

4-201. Purpose; availability.

4-202. Definition.

4-203. Work time; option.

4-204. Call-outs.

4-205. Failure to respond.

**4-201. Purpose; availability.** Employee on-call service is necessary for the proper maintenance and functioning of local government services. It is the duty and responsibility of each on-call employee to be available by electronic communication at all times. Employees must be able to respond to an emergency call within thirty (30) minutes after receiving notice. The mayor/city recorder or supervisor will be responsible for determining which employees are designated for on-call. (Ord. #15-01, May 2015)

**4-202. Definition.** On-call time is defined as non-duty hours when an employee is required to remain in telephone or other electronic contact in order to respond to emergency calls. An employee on-call is not restricted to his home, duty station, or any other location, but must be in electronic or telephone contact in order to respond to emergencies. All on-call schedules will be distributed at least one month in advance. Employees will be on-call from 7:00 A.M. on Monday to 7:00 A.M. the following Monday. (Ord. #15-01, May 2015)

**4-203. Work time; option.** An employee that is on-call will receive eight (8) hours of work time. The employee will be given an option at the end of his on-call week to cash out at regular pay or select a date to take off that is within two weeks of his on-call week and has been approved by the public works supervisor. The option to cash out or day off with date will have to be selected and turned in on his time sheet. (Ord. #15-01, May 2015)

**4-204. Call-outs.** When an on-call employee is called out the first time during their on-call week, he will receive two (2) hours of minimum pay (at regular time). Subsequent call-outs during the week will be paid for actual time worked (overtime pay will be awarded according to FLSA provisions). Additional personnel called in by the on-call person and authorized by the supervisor or lead person shall be paid at two (2) hours' minimum pay and will be paid overtime in accordance with the FLSA. (Ord. #15-01, May 2015)

**4-205. Failure to respond.** An employee on-call who fails to respond to an emergency call within thirty (30) minutes will be subject to disciplinary

action up to and including discharge. An employee called in by the on-call person who fails to respond may be subject to disciplinary action. (Ord. #15-01, May 2015)