

AN ORDINANCE

No: 92-101

BE IT ORDAINED BY THE CITY COUNCIL OF CORDOVA, ALABAMA,

AS FOLLOWS:

SECTION 1: PURPOSE

There is hereby established a personnel system for the City of Cordova, Alabama. Such system shall be established on the following merit principles:

(a) Recruiting, selecting and advancing employees on the basis of their relative ability, knowledge, and skills, including open competition of qualified applicants for initial appointment;

(b) Establishing pay rates consistent with the principle of providing comparable pay for comparable work;

(c) Training employees as needed to assure high quality performance;

(d) Retaining employees on the basis of the adequacy of their performance, correcting inadequate performance and separating employees whose inadequate performance cannot be corrected;

(e) Assuring fair treatment of applicants and employees in all aspects of personnel administration without regard to political affiliation, race, color, creed, national origin or ancestry, sex or religion.

SECTION 2: CLASSIFIED SERVICE, EXCEPTIONS

The classified service shall include all employees serving in continuing positions in the municipality except the following:

(a) members of the municipal governing body and other elected officials;

(b) members of appointed boards and commissions, municipal

Judges and municipal attorneys;

(c) persons employed to work less than full-time;

(d) administrative officials appointed by the mayor and/or municipal governing body, including but not limited to all department heads, the fire chief, and the police chief;

(e) volunteer personnel who receive no regular compensation from the municipality;

(f) temporary positions scheduled for less than one year's duration unless specifically covered by the action of the mayor and municipal council;

(g) persons performing work under contract for the municipality who are not carried on the payroll as employees.

Nothing herein shall be construed as precluding the mayor and/or municipal governing body from filling any excepted positions in the manner in which positions in the classified service are filled.

SECTION 3: PERSONNEL OFFICER

The Mayor of the City of Cordova is hereby designated to perform the duties of personnel officer. He/She may have other staff members designated to assist him/her or may designate any member of his/her staff to assist him/her.

SECTION 4: DUTIES

The personnel officer shall be responsible for the personnel administration system and shall direct all of its administrative and technical activities. His duties shall include, but not be limited to the following:

(a) encouraging and exercising leadership in the development

of effective personnel administration practices within the municipality;

(b) investigating from time to time the operation and effect of this ordinance and the policies made thereunder and to report the findings and recommendations to the municipal governing body;

(c) establish and maintain comprehensive personnel records for each employee in the municipality's service including for each employee his classification, pay rate, date of employment and other relevant data;

(d) advise the mayor and municipal Governing Body on matters affecting the most effective use of manpower resources;

(e) make an annual report to the municipal Governing Body regarding the status of the personnel administration program.

SECTION 5: PREPARATION OF PERSONNEL RULES AND REGULATIONS

The personnel officer shall not more than ninety (90) days after the effective date of this ordinance draft or cause to be drafted the personnel rules and regulations for the municipality. Such rules shall become effective upon passage of an appropriate ordinance by the municipal Governing Body. The policies shall provide for:

(a) the classification of all positions, based on duties, authority and responsibility of each position, with adequate provisions for reclassification of any positions warranted by changed circumstances;

(b) a pay plan for classified service positions;

(c) announcement of employee vacancies and acceptance of application for employment;

(d) preparation and administration of examinations, if appropriate;

(e) establishment and use of eligibility lists, if appropriate;

(f) establishment of promotion policies and procedures;

(g) transfer, promotion and reinstatement of employees;

(h) performance evaluations of employees, including those on probationary periods;

(i) separation of employees from the classified service by resignation, suspension, dismissal, layoff, or incapacity to perform required duties;

(j) grievance and appeal procedures;

(k) establishment of hours of work, holidays, vacations, leave regulations and procedures;

(l) outside employment of municipal employees;

(m) establishment of a probation period for all employees prior to final appointment;

(n) development of employee morale, safety and training programs;

(o) such other matters as may be necessary to carry out the intent and purpose of this ordinance.

SECTION 6: PAYROLL VERIFICATION

The personnel officer or his authorized agent shall be responsible for the certification of the payroll vouchers that the persons named therein have been appointed and employed in accordance with the provisions of this ordinance and the policies thereunder. The disbursing officer of the municipality shall not

make or approve or take part in making or approving any payment for the personal service to any person holding a position in the municipality unless said payroll voucher or account of such pay bears the certification of the personnel officer or his authorized agent.

SECTION 7: REPEALER

That any ordinance or part thereof in conflict with this ordinance be and the same is hereby repealed.

SECTION 8: SEVERABILITY

If any section or provision of this ordinance be declared to be invalid or unconstitutional by judgment of decree of a court of competent jurisdiction such judgment or decree shall not affect any other section or provision of this ordinance.

SECTION 9: EFFECTIVE DATE - PUBLICATION

This ordinance shall take effect upon adoption and shall be published as required by law.

ADOPTED AND APPROVED THIS THE 4th DAY OF February,
1992.


Roland J. Richardson
Presiding Officer

ATTEST:

Sybil M. Felkins
City of Cordova Clerk

C E R T I F I C A T E

I, the undersigned Clerk of the City of Cordova, Alabama, hereby certify that the foregoing is a true and correct copy of Ordinance Number 101-92, that was duly adopted and enacted by the Mayor and Board of Aldermen of the City of Cordova, Alabama, at a regular meeting in the City Hall of the City of Cordova, Alabama, held on February 4, 1992, and after being duly adopted was posted in three (3) public places in the City of Cordova, Alabama, as required by law. This the 13th day of February, 1992.



City Clerk
City of Cordova, Alabama

