ORDINANCE NO. 210

AN ORDINANCE TO AMEND THE MUNICIPAL CODE BY DELETING CHAPTERS 8 AND 9 OF TITLE 1 AND ADDING A NEW CHAPTER 8 OF TITLE I, RELATING TO PERSONNEL RULES AND REGULATIONS.

BE IT ORDAINED BY THE CITY OF LAKEWOOD, AS FOLLOWS:

SECTION 1 - TITLE 1, CHAPTER 8 OF THE LAKEWOOD MUNICIPAL CODE IS HEREBY DELETED IN IT'S ENTIRETY.

SECTION 2 - TITLE 1, CHAPTER 9 OF THE LAKEWOOD MUNICIPAL CODE IS HEREBY DELETED IN IT'S ENTIRETY.

SECTION 3 - THE FOLLOWING NEW CHAPTER IS ADDED TO THE MUNICIPAL CODE:

CHAPTER 8

PERSONNEL SYSTEM

SECTION

1-801. PURPOSE OF A PERSONNEL SYSTEM.

1-802. COVERAGE.

1-803. ADMINISTRATION OF THE PERSONNEL SYSTEM.

1-804. PERSONNEL RULES AND REGULATIONS.

1-805. PERSONNEL RECORDS.

1-806. RIGHT TO CONTRACT FOR SPECIAL SERVICES.

1-807. DISCRIMINATION.

1-808. AMENDMENTS.

1-801. PURPOSE. The purpose of this Chapter is to establish a system of personnel administration in the City of Lakewood 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.

1-802. COVERAGE. All offices and positions of the Municipal government are divided into the classified service and the exempt service. 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:

a. All elected officials.

b. The City Manager.

c. Members of appointed boards and commissions.

d. Consultants, advisers, and legal counsel rendering temporary professional service.

e. City Attorney.

f. Independent contractors.

g. Persons employed by the Municipality for not more than three (3) months during a fiscal year.

h. Part-time employees paid by the hour of the day, and not considered regular.

i. Volunteer personnel appointed without compensation.

j. City Judge.

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.

1-803. **ADMINISTRATION OF THE PERSONNEL SYSTEM.** The personnel system shall be administered by the City Manager, who shall have the following duties and responsibilities:

a. Exercise leadership in developing an effective personnel administration system subject to provisions in this Ordinance, other ordinances, the City Charter, and Federal and State Laws relating to personnel administration.

b. 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 Ordinance, the City Charter and the Municipal Code.

c. 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 City Commission and budget limitations.

d. Foster and develop programs for the improvement of employee effectiveness, including training, safety, and health.

e. 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.

f. Make periodic reports to the City Commission regarding the administration of the personnel system.

g. Recommend to the City Commission a position classification plan, and install and maintain such a plan upon approval by the City Commission.

h. Prepare and recommend to the City Commission a pay plan for all municipal government employees.

i. 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.

j. Be responsible for certification of payrolls.

k. Perform such other duties and exercise such other authority in personnel administration as may be prescribed by law and the City Commission.

1-804. PERSONNEL RULES AND REGULATIONS. The City Manager shall develop rules and regulations, in the form of an employee's handbook, necessary for the effective administration of the personnel system. The City Commission shall adopt the rules presented to them by the City Manager. If the City Commission 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.

1-805. PERSONNEL RECORDS. The City Manager shall maintain adequate records of the employment record of every employee as specified herein.

1-806. RIGHT TO CONTRACT FOR SPECIAL SERVICES. The City Commission may direct the City Manager 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.

1-807. 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.

1-808. AMENDMENTS. Amendments or revisions of these rules may be recommended for adoption by the City Manager . Such amendments or revisions of these rules shall become effective after public hearing and approval by the Governing Body.

Elimitated on Motion by Comm. Allen, second Comm. Wooden and Passed unanimously by the Board. 2/6/92

SECTION 2 - SEVERABILITY

If any provision of this Ordinance, or if any policy or order thereunder, or the application of any provision to any person or circumstances is held invalid, the remainder of this chapter, and the application of the provision of this chapter, or of the policy or order to persons or circumstances other than those to which it is held invalid, shall not be affected thereby.

SECTION 3. EFFECTIVE DATE

This Chapter shall take effect upon final passage, the public welfare requiring it.

PASSED 1st reading 1-16, 1992

PASSED 2nd reading 1-21, 1992

PASSED 3rd reading 2-6, 1992

Sherman Peers
Mayor

John D. Davis
Recorder

Published: _____
(if required)