

	PERSONNEL POLICIES AND PROCEDURES		SUBJECT:
	NUMBER:	REVISIONS:	EFFECTIVE DATE:
	GEN 1-02	1	8/7/2017
	SUPERCEDES:	APPROVED AND ADOPTED BY MAYOR AND COUNCIL:	
	05/21/2012	A. Max Bacon, Mayor _____ Date Eric Taylor , City Administrator, Date	

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PURPOSE: For the purpose of providing clarification regarding these policies and procedures, the following words and/or phrases are defined below.

STATEMENT OF POLICY

Acting Status – Official designation of a City employee by the City Administrator to temporarily assume the duties and responsibilities of higher-level position during an absence for more than thirty consecutive days.

ADA - The *Americans with Disability Act*; the personnel provisions of the ADA prohibit discrimination against qualified individuals with disabilities.

Adverse Action - An action taken against an employee, by the appointing authority or designee, for cause, which results in a suspension without pay, salary reduction, demotion or dismissal.

Applicant - Any person who has completed and filed an employment application with the City of Smyrna in accordance with these personnel policies and procedures and in response to a posted vacancy or upcoming vacancy for which the City is recruiting.

Appointing Authority – The person who has, among other responsibilities, the authority to appoint (hire) and/or terminate covered employees as prescribed by the City Code. The City Administrator is the appointing authority for the City, except for Department Heads who are appointed by Mayor and Council at the recommendation of the City Administrator.

City Administrator - The chief administrative officer of the City of Smyrna, appointed by Mayor and Council, who shall be responsible for ensuring that these policies are properly administered.

Classification - A group of similar positions recognized as such in the classification plan established and approved by Mayor and Council.

Covered Employee – Employees who work for the City of Smyrna and whose positions are included in the City's Classification Plan.

Days - When the word "days" is used as a method of counting, it means calendar days unless stated otherwise.

Demotion - The reduction of a regular-status or working-test employee to a position of a lower job classification.

Department Head - The director or principal administrative officer, appointed by Mayor and Council, of each department who shall be responsible for the administration and enforcement of the policies and procedures within his or her respective department.

Designee - The person(s) to whom the City Administrator or department heads delegate certain limited administrative authority.

Essential Function - A fundamental, necessary job duty which is required in order to accomplish the primary work of the position.

Exempt Employee - An employee who is exempt from the coverage of the Fair Labor Standards Act, and is exempt from receiving overtime compensation. Generally, *exempt positions* are classified as either *executive*, *administrative*, or *professional* as defined by the FLSA. The city will determine which positions are not covered by the act.

Full-time Employee - A City employee who fills a position for which the established work period is thirty-two hours or more per week (depending upon the specific job classification) on a continuing basis as authorized by Mayor and Council.

Human Resources Director - The individual designated to establish and administer on a daily basis the City's personnel management procedures in accordance with policies established by Mayor and Council.

Immediate Family - An employee's *spouse, child, parent, grandparent, grandchild, sister, brother, or corresponding in-law*. (*Step-relatives* are included.) The definition also extends to any other person who is recognized by law as a dependent of the employee.

Immediate Supervisor - The individual who normally has the responsibility for assigning and reviewing the work of an employee and to whom the employee regularly reports for direction and instruction regarding work assignments.

Merit Increase - An increase in pay for which regular-status employees are eligible for consideration based upon job performance as determined through supervisory appraisal of existing standards.

Non-Exempt Employee - An employee which is covered by the wage and hour regulations of the Fair Labor Standards Act (FLSA) and, as a result, is eligible to receive overtime pay or compensatory time as agreed upon.

Part-time Employee - A City employee who fills a position for which the established work period ~~is at least twenty but~~ less than thirty-two hours per week on a continuing basis as authorized by Mayor and Council.

Position - A group of currently assigned duties and responsibilities requiring the full or part-time employment of one person. A position may be occupied or vacant.

Promotion - The filling of a vacancy by the advancement of a regular-status City employee from a position of a lower classification to a position of a higher classification.

Regular-Status Employee - An employee who has successfully completed his or her *working test* period as prescribed by the City and the specific job classification.

Suspension - The temporary removal of an employee from the City of Smyrna for a period of time as recommended by the Department Head and approved by the City Administrator due to misconduct or a

performance problem.

Transfer - The moving of a City employee from a position in one department/ division to a position in another department and/or division within the same job classification and/or the same pay grade.

Unlawful Discrimination - Employment practices which are prohibited by state or federal laws and which include discrimination because of race, color, religion, sex, national origin, age, mental or physical disability, veteran status or military obligation, sexual orientation, political affiliation or any other basis prohibited by law.

Vacancy - A position duly created and not abolished or frozen, which is not currently occupied by an employee.

Working Test Employee - An employee who has not yet completed his or her *working test* (probationary) period as prescribed by the City and the specific job classification.