

	PERSONNEL POLICIES AND PROCEDURES		SUBJECT:
	NUMBER:	REVISIONS:	EFFECTIVE DATE:
	GEN 1.01	<u>1</u>	<u>8/07/2017</u>
	SUPERCEDES:	APPROVED AND ADOPTED BY MAYOR AND COUNCIL:	
	<u>9/19/2011</u>	<div style="display: flex; justify-content: space-between;"> A. Max Bacon, Mayor Date City Administrator </div>	

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PURPOSE: To summarize the overall objectives of the City's Personnel Policies and Procedures.

STATEMENT OF POLICY

The City's Personnel Management System has been established by the Mayor and Council of the City of Smyrna to provide a fair, equitable, and productive work environment for City employees. The system and these policies have been enabled by an ordinance adopted by the Mayor and Council of the City of Smyrna. The policies contained herein are enacted in order to further the following goals:

1. To provide a uniform system of personnel administration throughout the City Government;
2. To ensure that recruitment, selection, placement, promotion, retention, and separation of employees are not only based upon individual employees' qualifications and/or job performance, but are also in compliance with all applicable federal, state, and local laws;
3. To assist City management in the development and implementation of sound management practices and procedures and to make effective, consistent use of human resources throughout the City;
4. To promote better communication and understanding between City management, department heads, supervisors, and employees;
5. To ensure, protect and clarify the rights and responsibilities of City employees.

Except as specifically noted, this Personnel Policies and Procedures Manual shall apply to all City employees and shall exclude the following:

1. Mayor, members of City Council and any other elected officials;
2. City officials, other than department heads, appointed by and/or serve at the pleasure of the Mayor and Council.
- ~~2.~~ 3. City Clerk
- ~~3.~~ 4. Appointed or elected members of boards, commissions and special committees;
- ~~4.~~ 5. Volunteer personnel who receive no regular compensation from the City of Smyrna;
- ~~5.~~ 6. Independent contractors and/or persons employed to make or conduct a temporary or special inquiry, investigation, examination, or assignment on behalf of the Mayor, City Council or City Administrator.

Each separate policy included herein shall become effective upon adoption by the Smyrna City Council and shall supersede and repeal any preceding policy.

The City of Smyrna specifically reserves the right to repeal, modify, or amend these policies at any time, with or without prior notice, effective only upon approval by the City Council in ordinance form upon the date as designated by Council. City employees will be responsible for complying with future changes in such policies, practices, procedures and/or rules. The continued employment of any employee constitutes acceptance of all revisions or amendments.

In addition, the City reserves the right at any time to modify, delete, or restructure employee benefits programs at its sole discretion with or without prior notice to City employees.

All approved policies, revisions or amendments shall be made available through the Human Resources Department. Such documents will also be maintained through the City's intranet, when available.

Nothing contained in these Personnel Policies and Procedures shall be construed to either (1) create a contract of employment or (2) affect or diminish the City's prerogatives in accordance with applicable laws, the City Charter and/or City Ordinances.

The use herein of mandatory language such as "shall" or "will" is not intended and is not to be construed as creating enforceable interests in continued employment or benefits of employment or otherwise as limiting or restricting the authority of the City.

In order to properly administer City human resources, it is the City's prerogative to:

1. Determine the organization of the City government;
2. Determine the purpose of each of its departments, division, and other units;
3. Exercise control and judgment over City operations;
4. Set standards for services to be offered to the public;
5. Hire, examine, classify, promote, train, transfer, assign, and /or schedule City employees;
6. Discipline covered employees as necessary, up to and including termination;
7. Alter the composition and/or size of the work force, including the option of reducing the work force and relieving employees from duty due to lack of work, funds, or for other reasons within the discretion of the City;
8. Determine how operations are to be conducted, including the right to contract and subcontract existing and future work activities;
9. Determine the number of employees to be employed by the City within budgetary constraints;
10. Establish or modify the wage and salary administration and/or classification and compensation policies including the number, types, and pay grades of positions or employees assigned to a department, division, unit, organization or project;
11. Establish or modify job responsibilities; and/or
12. Determine and exercise other such prerogatives as may be necessary for the proper administration of the City's human resources.

The City Administrator shall be responsible for ensuring all policies are properly administered. As he/she deems appropriate, the City Administrator shall make recommendations to the City Council for proposed deletions, modifications, and/or amendments to the policies.

Each City department head shall be responsible for the proper and effective administration and enforcement of these Personnel Policies and Procedures within his/her respective department.

The Human Resources Director shall have full responsibility for all administrative and technical activities of the personnel system under the direction of the City Administrator.

Departmental personnel policies and procedures shall serve as a supplement to these Personnel Policies and Procedures and are enforceable as such. In the event of a conflict, the policy or procedures in question will be submitted to the Human Resources Director for clarification. If the matter is not satisfactorily concluded through the department head and the Human Resources Director, the respective department head may bring the question before the City Administrator.