

CHAPTER 37
CITY OF PRESQUE ISLE
Personnel Ordinance



Adopted by the City Council: February 15, 1996
Amended by the City Council: May 3, 1999
Repassed by the City Council: February 7, 2000
Amended by the City Council: November 3, 2003
Repassed by the City Council: January 21, 2004
Repassed by the City Council: January 7, 2008
Repassed by the City Council: January 3, 2012
Amended by the City Council: October 1, 2012
Amended by the City Council: September 9, 2015
Repassed by the City Council: January 4, 2016
Repassed by the City Council: January 8, 2020

Attest: _____
Thomas C. King, City Clerk

City Seal

CHAPTER 37

PERSONNEL ORDINANCE

An Ordinance of the City of Presque Isle (hereinafter referred to as the City) creating and establishing a personnel system for the City.

SECTION 1 PURPOSE

The purpose of this Ordinance is to establish a personnel system to provide a fair and uniform procedure for dealing with personnel matters free from prejudice; and to outline the administrative responsibilities of the City Manager and the Human Resource Director regarding the personnel system.

The general personnel policies of the City of Presque Isle are based upon the following objectives:

- ☑ To establish terms and conditions of service including causes and procedures for removal from office.
- ☑ To ensure hiring, appointments, promotions, demotions, the application of classifications, compensations and benefits, and all other decisions dealing with City employees, shall be based on merit and performance and free from prejudice.
- ☑ To promote efficiency and economy in City employment by just and equitable practices.
- ☑ To promote a feeling of goodwill and high morale between the City and its employees for the attainment of the best interest of the public and City.

SECTION 2 SCOPE

Except where noted, the Personnel Ordinance and Employee Handbook shall apply to all employees and departments of the City of Presque Isle, with the exception of:

- Elected, and non-salaried members and/or appointed officials of boards and commissions.
- Volunteers, contracted services, and workfare participants.
- Employees represented by a Union, except where their respective Union Contract language is silent or the Employee Handbook are not in conflict with any Union Contract Article.
- Departments may establish supplemental personnel rules and procedures for their department upon review and approval by the City Manager, if not in conflict with the Employee Handbook as set forth by the City or any Federal or State laws.

SECTION 3 ADMINISTRATION

A. City Manager

The City Manager shall have the responsibility for the personnel system set forth in this Ordinance. He/She specifically shall:

1. Be responsible for effective personnel administration.
2. Hire, appoint, remove, suspend and discipline all officers and employees of the City subject to the policies as set forth in this Ordinance, Employee Handbook, Union Contracts, provisions of the Charter, and those in State and Federal law; or he/she may at his/her discretion, authorize the head of the department of office responsible to him/her to hire, appoint, remove and suspend subordinates in such departments and offices.
3. Fix and establish the number of employees in the various City departments and offices and determine the duties and compensation in accordance with policies set forth in this Ordinance and subject to the approval of the City Council and budget limitations.
4. Perform such other duties and exercise such other powers in personnel administration as may be described by law and this Ordinance.

B. Human Resource Director

The City Manager may appoint a Human Resource director who shall be responsible for the administration and technical direction of the City personnel system.

The Human Resource Director shall:

1. Administer, under the direction of the City Manager, the personnel system as set forth in this Ordinance and Employee Handbook.
2. Perform all lawful and necessary duties essential to the effective administration of the personnel system.
3. Recommend to the City Manager rules, revisions and amendments, thereto, for the consideration of the City Council.
4. Recommend to the City Manager a position classification plan for approval by the City Council, and install and maintain such a plan.

5. Prepare and recommend to the City Manager a pay plan for all City employees for the City Council's approval.
6. Be responsible for certification of all payrolls.
7. Develop and coordinate training and educational programs for City employees.
8. Investigate periodically the operation and effect of the personnel provisions of this Ordinance and the Employee Handbook and at least annual report those findings and recommendations to the City Manager.
9. Perform such other duties as may be assigned by the City Manager not inconsistent with this Ordinance.

C. For the purpose of this Ordinance, the City Manager shall be the Human Resource (Personnel) Director at times when a Human Resource (Personnel) Director has not been appointed.

SECTION 4 RIGHT TO ACCESS PREMISES, FILES AND EMPLOYEES

Department Heads and employees of the City shall, during usual business hours, grant to the Human Resource Director, or his/her designated representative, free access to premises and records under their control and shall furnish such assistance and information as may be deemed necessary by the Human Resource Director to carry out the functions of the Human Resource (Personnel) Department. Failure to comply shall be subject to all penalties and remedies provided by law for the failure of a public officer or employee to do any act required of him/her by law.

SECTION 5 CONSULTATION WITH EMPLOYEE ORGANIZATIONS

The City Manager is authorized to consult with, or receive suggestions from, representatives of organizations of City employees (Union and Non-Union alike) concerning matters of personnel policy. Where appropriate, the City Manager may refer any requests from employees to the City Council, along with his/her recommendation, for its consideration. On matters within the discretion of the City Manager, he/she will give due consideration to the views of employees. However, nothing herein shall be interpreted as depriving the City Manager or City Council of the right to make a final decision on matters for which they have ultimate responsibility.

SECTION 6 ADOPTION OF RULES

The City Manager shall present to the City Council the Employee Handbook to be adopted and amended from time to time by the City Council. Such adoption and amendment shall be by resolution. The rules shall cover the specific procedures and policies to govern the following phases of the personnel system:

1. The administration of a position classification plan.
2. The administration of a pay plan.
3. The announcement of vacancies and the acceptance of application for employment.
4. Preparation and conduct of examinations.
5. Establishment of promotional procedures.
6. Evaluation of the work of employees, including those serving a probationary period.
7. Transfer, promotion, and reinstatement of employees.
8. Separation from the service of employees by resignation, layoff, suspension, dismissal, and incapacity to perform required duties.
9. Establish of hours of work, attendance and leave policies, and working condition.
10. Development of employee morale and training.
11. Policies governing the outside employment of municipal employees.
12. Policies governing the relationships with employee organizations.
13. Maintenance and use of necessary records and forms.
14. A uniform system of handling grievances.
15. Such other matters as may be necessary and appropriate.

SECTION 7 RESIDENCY REQUIREMENT FOR CERTAIN OFFICES

The City Manager shall be required to reside in the City of Presque Isle.

The Fire Chief shall be required to reside within a fifteen minute response time to the Public Safety Building traveling within the posted speed limit under normal weather conditions.

The Police Chief shall be required to reside within a thirty minute response time to the Public Safety Building traveling within the posted speed limit under normal weather conditions.

Residency for these offices shall be established within twelve months from the date of employment and shall continue while employed with the City.

Failure to comply with the residency requirements shall be cause for dismissal.

SECTION 8 SEPARABILITY OF PROVISIONS

If any section, subsection, subdivision, sentence, clause, or phrase of this Ordinance or the Personnel Rules and Regulations is for any reason held invalid, such decision shall not affect the validity of the remaining portions of this Ordinance or the Personnel Rules and Regulations.

SECTION 9 SUNSET PROVISIONS

This Ordinance and the Personnel Rules and Regulations shall be in force for the term of four (4) years from its effective date noted below. This Ordinance and the Personnel Rules and Regulations shall become null and void upon the expiration of four (4) years from the said effective date; and unless recommended and required by the City Council to remain effective, prior to such expiration date.