

Council Member _____ introduced the following Resolution, which was seconded by Council Member _____:



RESOLUTION 031323

SUMMARY: AMENDING THE CITY OF ALABASTER EMPLOYEE HANDBOOK

WHEREAS, Alabama Act 2013-316 amended and updated the City of Alabaster Civil Service System; and,

WHEREAS, said Act requires the Council to adopt the general policies and procedures for the City of Alabaster employees; and,

WHEREAS, said Handbook sets forth the general guidelines and terms of employment for all city employees:

THEREFORE, BE IT RESOLVED, that the City Council of the City of Alabaster, Alabama the Employee Handbook is hereby amended as follows:

1. 11.5 PRE-DETERMINATION MEETING

Disciplinary actions of suspension, demotion, or termination shall only be taken after the employee has had an opportunity for an informal pre-determination meeting conducted by the Department Head or the Department Head's designee.

It is at the discretion of the mayor to waive the right to a pre-determination meeting when it is viewed in the best interest, the safety of employees and its representatives. Decision is based on allegations and or charge(s) of an egregious act as defined by the conduct of a person committing an act or omission that involves violation of a law and or violent acts of aggression.

An employee shall be given advance written notice of the meeting which shall include the date, time, and location of the hearing and the grounds for the proposed disciplinary action. At the hearing, the employee will be given the opportunity to present any evidence they may have (either orally, in writing, or both), including the testimony of other witnesses. If the employee submits a written response, a copy of such shall be filed in the personnel file. Attorneys may attend but not participate in the meeting.

An employee may choose to waive their right to a pre-determination meeting. A written waiver must be submitted to the Personnel Director no later than one hour prior to the hearing. If the meeting is waived, then the Department Head will make their decision based on the information gathered and/or received prior to the hearing. In waiving their right to a disciplinary hearing, the employee also waives their right to appeal any disciplinary action issued by the Department Head. Should an employee not submit a written waiver for the hearing and not attend the hearing, then the lack of attendance will be considered as a waiver.

2. 3.5 BACKGROUND CHECKS

The City shall conduct appropriate background checks on all final candidates for employment. The scope and nature of this background check may vary based upon the type of position being filled. The city reserves the right to and shall conduct random background checks throughout the employment tenure of employees.

3. 6.2 GENERAL SALARY INCREASES

The pay plan is designed to provide for progressive step increases to employees as a reward for continual growth and development in their career, thereby increasing their value to the City. Such increases will be based on the employee’s annual evaluations resulting in a minimum of overall meeting standards. Increases are not a guarantee and are at the discretion and approval of City Council based on annual budget resolution.

4. 6. 5 COMPENSATORY TIME POLICY

Entire Policy Removed From Handbook – No Longer Offered by the City

ADOPTED AND APPROVED THIS 13TH DAY OF MARCH 2023.

ATTEST:

CITY OF ALABASTER

J. Mark Frey, City Clerk

Sophie Martin, Council President

APPROVED:

Scott Brakefield, Mayor