

**RESOLUTION BY THE CITY OF HENDERSONVILLE CITY COUNCIL AMENDING
THE CITY OF HENDERSONVILLE PERSONNEL POLICY**

WHEREAS, the City of Hendersonville maintains a Personnel Policy. The purpose of which is to establish a system of personnel administration for recruiting, selecting, employing, developing and maintaining an effective and responsible workforce; and

WHEREAS, the City of Hendersonville wishes to amend Article III. Section 8 – Salary Effect of Promotions, Demotions, Transfers, and Reclassifications: Promotions: by clarifying when an employee is promoted that in special circumstances the hiring procedure authorizes the Department Head with concurrence from the Human Resources Director may advance an employee’s salary up to 15%. It also removes the statement that the employee’s annual review will be changed to the date of promotion. Demotions: The statement that the employee’s annual review will be changed to the date of promotion is removed. Reassignments: by clarifying when an employee takes a reassignment, the employee’s salary will be decreased by at least 5% and the salary shall not exceed the maximum of the grade. Reclassifications: The statement that the employee’s annual review will be changed to the date of promotion is removed.

WHEREAS, the City of Hendersonville also wishes to amend Article IV Section 3 Recruitment, Selection and Appointment. Selection: Specifies Department Heads or the department hiring manager with the assistance of the Human Resources department shall make such investigations and conduct such examinations as necessary to assess accurately the knowledge, skills, and experience qualifications required for the position, including criminal history where job-related using the DCI when needed. All selection devices administered by the City shall be valid measures of job performance. Appointment: Specifies before any commitment is made to an applicant either internal or external, recommendations by the hiring team should be made to the Department Head and along with the reasons for selecting the candidate over other candidates.

WHEREAS, the City of Hendersonville also wishes to amend Article IV Section 5. Promotion. It is specified there are two types of promotions – non-competitive and competitive.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Hendersonville, North Carolina that from and after the effective date of this resolution, Article III. Section 8 and Article IV Section 3 of the Personnel Policy attached to this resolution, is hereby adopted.

This policy will become effective as of the date of adoption.

Adopted by the City Council of the City of Hendersonville, North Carolina on this 5th day of June 2025

Attest:

Barbara G. Volk, Mayor, City of Hendersonville

Jill Murray, City Clerk

Approved as to form:

Angela S. Beeker, City Attorney