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## Sec. 20-12. Personnel administration generally.

- (a) *Mayor and council.* The mayor and council shall receive and act upon recommendations of the city manager for amendments, additions to, and changes in the personnel rules and regulations other than the Employee Handbook. ~~The establishment of all personnel policies are subject to the approval of the mayor and council and shall not become effective until such approval is given. The city manager is authorized to create an Employee Handbook that is not conflict with any provision of this chapter to be approved by the city attorney. The city manager is authorized to make changes to the employee handbook that are not conflict with any provision of this chapter and that are approved in writing by the city attorney. Each employee shall be furnished a copy of the Employee Handbook and shall sign an acknowledgment of receipt of same.~~ However, once policies are approved, the responsibility for implementation and operation will be long delegated to the city manager.
- (b) *Personnel director.* The city manager shall serve as the personnel director for the city. The personnel director shall be responsible for implementing, carrying out and enforcing the approved rules and regulations of the personnel system. He/she is the executive head of the personnel department and shall direct all of its activities and appoint its employees. He/she may delegate such duties and responsibilities as he/she deems appropriate to personnel department staff members or other city department heads, but he/she still remains accountable for complying with all rules and regulations.

(Ord. No. 2010-05, 7-6-10)

## Sec. 20-15. - Departmental regulations.

Each city department head is authorized to prepare such individual departmental personnel rules and regulations as may be necessary in the accomplishment of the operation of the department. Such departmental rules and regulations may not be in conflict with any provision of this chapter and must be approved in writing by the city manager. The city manager will review all proposed departmental regulations to insure that they are consistent with the rules and regulations of the city and advise the appropriate department head in writing of his/her findings. The city manager shall discuss with the mayor and council, with counsel by the city attorney, any proposed regulations about which he/she has questions. ~~Departmental regulations which have been approved by the city manager shall be displayed in a public place in the department at least five (5) days prior to their effective date. Each employee shall be furnished a copy of all departmental regulations.~~

(Ord. No. 2010-05, 7-6-10)