

ORDINANCE NO. 13 FOR 1974

ORDINANCE #643

AN ORDINANCE ESTABLISHING A PERSONNEL SYSTEM FOR THE CITY OF SWEET HOME.

The City of Sweet Home does hereby ordain:

SECTION 1 TITLE: The title of this ordinance shall be "The Personnel Ordinance of the City of Sweet Home".

SECTION 2. PURPOSE: This ordinance is adopted to establish an equitable and uniform procedure for dealing with personnel matters; to attract to municipal service and to retain the best and most competent persons available; to assure that appointments and promotions of employees will be based on merit and fitness; and to provide a reasonable degree of job security for qualified employees.

SECTION 3. ADOPTION AND AMENDMENT OF RULES. Personnel rules shall be adopted and amended by resolution of the City Council. The rules shall provide means to recruit, select, develop, and maintain an effective and responsive work force, and shall include policies and procedures for employee hiring and advancement, training and career development, job classification, salary administration, retirement, fringe benefits, discipline, discharge, and other related activities. All appointments and promotions shall be made in accordance with the personnel rules without regard to sex, race, color, age, religion or political affiliation; and, furthermore, shall be based on merit and fitness.

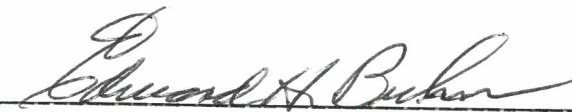
SECTION 4. ADMINISTRATION OF THE RULES. The City Manager shall be responsible for:

- (a) Administering all the provisions of this ordinance and of the personnel rules not specifically reserved to the City Council.
- (b) Preparing or causing to be prepared and recommending to the City Council personnel rules and revisions and amendments to such rules.

SECTION 5. SEPARABILITY. If any section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of this ordinance.

SECTION 6. EFFECTIVE DATE. This ordinance shall take effect and be in force from and after December 26, 1974.

PASSED by the Council and approved by the Mayor this 26 day of November, 1974.

  
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Mayor

ATTEST:

  
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City Manager-Exofficio City Recorder