

CHAPTER 2 ADMINISTRATION

- 2-1 Implementation of Personnel Policies
- 2-2 Management/Employee Cooperation
- 2-3 Employee Coordination Committee
- 2-4 The City Council
- 2-5 The Mayor
- 2-6 The Department and Division Supervisors
- 2-7 Personnel Records and Reports

2-1 Implementation of Personnel Policies

Each employee shall be given a copy of this Manual and will be required to be familiar with and follow the policies set forth herein. This Manual supercedes any and all prior written personnel policies or manuals issued by the City. This Manual is subject to change at any time, solely at the discretion of the City, with or without notice to the employee.

No verbal or written agreements, understandings, representations or statements made by a supervisor, or anyone, can change the policies outlined in this Manual, or bind the City to any course of action. The policies and statements contained in this Manual and in other statements that may be issued from time to time do not create a contract or agreement of any kind between the City and its employees.

2-2 Management/Employee Cooperation

Our goal is to bring effective and efficient municipal services to the citizens of the City. This can only be achieved by management and employee cooperation. A productive and successful employee works with management and other employees to accomplish the City's goals.

2-3 Employee Coordination Committee

The Brigham City Employee Coordination Committee is hereby created to provide a line of communication between City employees and the Mayor and City Council, and to help provide a positive employer/employee relationship. Members of the Committee shall be elected by employees within various City departments and divisions as may be set forth from time to time by resolution of the City Council. Membership on the Committee shall not be construed as an allowance for any employee to neglect his or her normal duties, but department and division heads shall allow employee attendance at committee meetings. No authorized employee shall be penalized in any way for attending meetings of the Committee or for advocating Committee positions to the Mayor and City Council.

The Human Resource Coordinator shall act as the Chairperson of this committee. The Committee shall be allowed to hold meetings with employees that it deems necessary to fulfill its responsibility to learn and understand the interests of City employees. The Committee and its Chairperson may meet regularly with the Mayor and City Council or as required. The Mayor shall meet with the Committee as may be requested by the Committee Chairperson to discuss

employee/employer relationships.

In January of each year, three (3) members shall be elected from and by the Brigham City Employees Coordination Committee to serve on the Personnel Board (Appeal Board). Their term of service on the Personnel Board shall coincide with their term of office on the Brigham City Employee Coordination Committee.

In January of each year, one member of the Brigham City Employee Coordination Committee will be elected and serve as a voting member on the City's Benefits Committee and attend scheduled meetings of the Benefits Committee.

The Committee shall be an advisory committee to the Mayor and City Council concerning employee/employer relationships. All matters of employee concern shall be thoroughly discussed with the Mayor and City Council.

2-4 The City Council

The City Council shall approve all policies and procedures either promulgated by the Mayor or originating with the Council that concern employee/employer relationships. The Mayor shall administer the personnel system of the City with the advice and consent of the City Council.

2-5 The Mayor

The Mayor, with the help of such aides or assistants as may be required, shall be responsible for directing and coordinating the personnel activities of the City. Mayor shall:

- A. Prepare and recommend position classification and pay plans and direct the continuous administration of these plans.
- B. Compute and submit to the City Council the projected annual salary and wage expenditures for all departments.
- C. Direct the recruitment, testing, selection and hiring of City Employees, subject to the approval of the City Council.
- D. Obtain or prepare and administer competitive examinations for all original appointments and promotions in the City subject to testing, in conjunction with the appropriate department supervisor.
- E. Prepare, recommend and enforce rules and regulations for personnel administration.
- F. Supervise, develop and maintain personnel forms, procedures and methods of record keeping.
- G. Maintain a personnel file on all persons employed by the City and on City volunteers where such a file is required by the City's liability insurance carrier.

- H. Validate all appointments, promotions, demotions, disciplinary and other actions affecting City employees.
- I. Direct or coordinate employee orientation, training, counseling, and career development in conjunction with department supervisors.
- J. Review performance evaluations for all full-time and part-time employees.
- K. Administer all personnel activities to comply with related federal and state laws.

2-6 The Department and Division Supervisors

Department and division supervisors may establish such rules as are deemed necessary for the efficient and orderly administration of the department. Such rules are subject to the approval of the Mayor and must be on file in the Mayor's office before they become effective and they must be consistent with City personnel policies. Supervisors shall have copies of department and division rules available in the office of their respective department and division for use by the employees.

2-7 Personnel Records and Reports

The Mayor shall maintain such records as are necessary for the proper administration of the personnel system and in accordance with all Federal, State and Local laws.